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B

SAN FRANCISCO HOUSING AUTHORITY

440 TURK STREET • SAN FRANCISCO, CA 94102 • PHONE (415) 554-1200 • FAX (415) 554-1316

DATE: June 17, 2002

TO: San Francisco Housing Authority Commission

Sululagi Palega, Sr., President
Julie Lee, Vice President
Shirley Byrd, Commissioner
Rev. Edgar E. Boyd, Commissioner
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner

DOCUMENTS DEPT.
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FROM: Gregg Fortner, Executive Director

SUBJECT: RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT TO HUD THE AUTHORITY'S APPROVED ANNUAL PLAN AS MANDATED BY SECTION 511 OF THE QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998

OVERVIEW

Section 511 of the Quality Housing and Work Responsibility Act of 1998 requires that public housing authorities submit annual plans to HUD prior to the end of each fiscal year.

ANNUAL PLAN

The Annual Plan serves as an instrument for future planning for the Authority. While compliance is mandatory, as described in the QWHRA, it is a critical tool in the Authority's efforts to continue to be a healthy and successful housing agency. The current Annual Plan outlines the goals and objectives for the next fiscal year with regards to the following items:

1. Statement of Needs
2. Statement of Financial Resources
3. Agency plan for implementing federally mandated policies in the following areas:
   a. Admissions and Continued Occupancy Policy
   b. Rent Determination
   c. Operations Management
   d. Grievance Procedure

e. Capital Improvements
f. Demolition/Disposition of distressed properties
g. Designation of public housing for elderly/disabled families
h. Conversion of public housing
i. Homeownership
j. Community Service and Self-Sufficiency
k. Safety and Crime
l. Pet Policy
m. Civil Rights Certification
n. Annual Audit
o. Asset Management

TIMEFRAME FOR SUBMISSION OF THE PLAN

The completed and Board-approved plan must be electronically submitted to HUD at least seventy-five (75) days before the end of the fiscal year (due by 7/16/02).

The federal law requires notice of public hearing must be posted at least 45 days prior to the hearing on the contents of the plan. This task was completed as required and the public hearings were held on March 26, 2002 and April 30, 2002. In addition to the public hearings, four Resident Advisory Board Committee meetings were held throughout the month of April 2002. A final Resident Advisory Board Committee meeting was held June 12, 2002 to review the final draft. These meetings were well attended by representatives from Family sites, Elderly/Disabled sites, and the Section 8 housing program. Through these meetings the Authority has made every effort to include both residents and the general public in the planning process.

OBJECTIVE

The objective of this resolution is to ensure that the Authority complies with the QWHRA's mandates as they relate to the electronic submission of the Board-approved Annual Plan.

PRESENT SITUATION

The Authority has completed the required Annual Plan "template" for transmission to HUD. All required supporting documentation has been compiled and the required public hearings were held on March 26, 2002 and April 30, 2002. The Authority must submit the "template" for HUD review no later than July 16, 2002. Late submission could result in sanctions and future payments on the Capital Fund Program being withheld until the Plan is received and approved.

ANTICIPATED OUTCOME

It is anticipated that this resolution will ensure that the Authority complies with the QHWRA mandates regarding plan submission and that the Plan provides a detailed blueprint for the next fiscal year.

4 49383 SFPL: ECONO JRS
75 SFPL 06/06/03 54

WHO BENEFITS

This resolution benefits the Authority by ensuring compliance with statutory requirements resulting in timely receipt of annual funding beginning October, 2002.

BUDGET CONSIDERATION

This resolution has direct budgetary impact on the Authority. If the Plan is not ratified by the Board and transmitted to HUD via the "template", HUD could withhold the Authority's future Capital Fund Program and PHDEP grant funds. Possible sanctions could result in the loss or delay of future grant funds being awarded to the Authority.

IMPLEMENTATION

The Board must authorize the transmission of the Authority's "template", as mandated by HUD.

RECOMMENDATION

It is recommended that the Board authorize the Executive Director to submit to HUD the Authority's Annual Plan, herein approved by Resolution, as mandated by Section 511 of the Quality Housing and Work Responsibility Act of 1998.

RESOLUTION No. _____
DATE ADOPTED:_____

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) THE AUTHORITY'S ANNUAL PLAN AS MANDATED BY SECTION 511 OF THE QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) adopted the Quality Housing and Work Responsibility Act of 1998; and

WHEREAS, Section 511 of the Quality Housing and Work Responsibility Act mandates that the public housing authority must submit an annual plan seventy-five (75) days before the end of its fiscal year; and

WHEREAS, the SFHA recognizes the need to comply with the QHWRA mandate; and

WHEREAS, the SFHA held public hearings on March 26, 2002 and April 30, 2002 regarding its Annual Plan;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMISSION OF THE HOUSING AUTHORITY OF THE CITY AND COUNTY OF SAN FRANCISCO THAT:

1. The Board of Commissioners has reviewed the Annual Plan and approves it as presented.

2. The Executive Director is authorized to submit the Annual Plan to HUD as required under the QHWRA.

APPROVED AS TO FORM AND LEGALITY:

Carl L. Williams
General Counsel

6-17-02
Date

REVIEWED BY:

Gregg Fortner
Executive Director

6/21/02
Date

FINAL DRAFT Rev: 6/7/02

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2003

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

FINAL DRAFT

Rev: 6/7/02

PHA Plan
Agency Identification

PHA Name: San Francisco Housing Authority

PHA Number: CA 001

PHA Fiscal Year Beginning: 10/01/02

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

☒ Main administrative office of the PHA
☒ PHA development management offices
District Offices:
District 1 – 90 Kiska Road
District 2 – 2501 Sutter Street
District 3 – 1010 Webster Street
☐ PHA local offices
☒ Section 8 Office – 1237 Van Ness Street

Display Locations for PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

☒ Main administrative office of the PHA
☒ PHA development management offices
District Offices:
District 1 – 90 Kiska Road
District 2 – 2501 Sutter Street
District 3 - 1010 Webster Street
☐ PHA local offices
☐ Main administrative office of the local government
☐ Main administrative office of the County government
☐ Main administrative office of the State government
☐ Public library
☒ PHA website
☒ Other (list below) Section 8 Administrative Office – 1237 Van Ness Street

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

☒ Main business office of the PHA
☒ PHA development management offices

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District Offices:

District 1 – 90 Kiska Road
District 2 – 2501 Sutter Street
District 3 - 1010 Webster Street

☒ Other (list below)

Section 8 Administrative Office – 1237 Van Ness Street

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5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
[24 CFR Part 903.5]

A. Mission
The PHA's mission is to continue to provide for over 12,000 public housing residents, and 13,000 Section 8 participants, and to serve the low-income households of any private or non-profit housing developers in the City, especially working families. A primary goal of the Authority is to continue to provide housing for these low-income households while improving housing and economic opportunities for residents and maintaining high standards of property management, fiscal management and service delivery. Coordination with City efforts and collaborations with other public and private entities will continue to be emphasized.

B. Goals
The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:
- ☒ Reduce public housing vacancies:
- ☒ Leverage private or other public funds to create additional housing opportunities:
- ☒ Acquire or build units or developments
- ☒ Other (list below)

  Infill affordable and market rate housing, where density permits, at family and elderly/disabled public housing sites.

  Use Section 8 Project Based Voucher Program assistance in conjunction with HOPE VI revitalization efforts to increase supply of housing units.

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score)
- ☒ Improve voucher management: (SEMAP score)
- ☒ Increase customer satisfaction:

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- ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units:
- ☒ Demolish or dispose of obsolete public housing:
- ☒ Provide replacement public housing:
- ☒ Provide replacement vouchers:
- ☒ Other: (list below)

  Partnering with locally based developers

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling:
- ☒ Conduct outreach efforts to potential voucher landlords
- ☒ Increase voucher payment standards
- ☒ Implement voucher homeownership program:
- ☒ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☒ Other: (list below)

  Voucher Homeownership in conjunction with comprehensive revitalization, infill housing, partnerships with Habitat for Humanity, Family Self-Sufficiency (FSS), and other home ownership programs.

  Use Section 8 Project Based Voucher Program assistance in conjunction with HOPE VI revitalization efforts to increase supply of housing units.

  Utilize to the fullest extent possible the Section 8 Project-Based Voucher Program.

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ PHA Goal: Provide an improved living environment

Objectives:

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements:
- ☒ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☒ Other: (list below)

  Deconcentrate poverty by bringing higher income public housing and other households into lower income density developments where more housing can be added to the site, including mixed income, mixed use community.

Develop better one-on-one relationships with communities surrounding public and senior housing sites

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☒ Other: (list below)

Identify and implement programs with community-based partners that can promote family self-sufficiency, including low-income families first-time home ownership opportunities.
ROSS grant funds offer pre-apprenticeship construction-trade training for residents. Two community-based organizations provide the training.
SFHA has a commitment that at least 25% of new staff hours, funded through contracts with outside sources awarded through a bid process, will be made available to residents of public housing.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, sexual orientation, and disability:
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, sexual orientation, and disability:
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☒ Other: (list below)

The Housing Authority has created the Office of Civil Rights Inquiries to respond to residents and applicants relating to possible discrimination-based incidents and the implementation of procedures for addressing allegations of incidents with a perceived or actual discriminatory dimension.

FINAL DRAFT

Rev: 6/7/02

Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

☐ **High Performing PHA**
☐ **Small Agency (250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

Executive Summary

The San Francisco Housing Authority, established in 1938, is part of the City and County of San Francisco. The Authority manages 6,258 units of public housing stock in 53 developments scattered throughout the city. It is the 17th largest agency in the nation, serving over 26,000 eligible low- and very-low income residents. The Authority houses very low-income families, and without its assistance, many of San Francisco's residents, who come from many different ethnic backgrounds and who create the city's unique flavor, would be forced to live elsewhere. As a priority, the SFHA is seeking ways to address the growing needs of working families in addressing housing options and home ownership opportunities.

Given the age and condition of its current housing stock, the Authority could lose as much as three percent (3%) of its viable housing units each year. A large part of the problem is the extraordinary cost of maintaining these units as safe and livable; given current budget restrictions, gang and crime rates in the community, and strict federal regulations regarding fiscal responsibilities. Drastic measure must be taken and alternatives must be found to address these conditions in order to maintain safe and affordable housing for low-income residents of the city.

The Authority has five major goals it is seeking to accomplish in the short- and long-term future. First, it is committed to the preservation and rehabilitation of its existing public housing stock. The Authority will continue to seek funding sources, in addition to those provided through formula grants provided by the Department of Housing and Urban Development, to address the physical needs of the various family and senior/disabled housing developments.

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Second, the Authority is committed to addressing the growing need for low-income housing in the San Francisco area by developing ways to increase the public housing stock through creative partnerships with local developers and investors for the benefit of all low-income San Francisco residents.

Third, SFHA is working towards developing a comprehensive plan to address home ownership needs for low-income residents in the San Francisco area. Two of the proposed HOPE VI applications include combinations of replacement housing and home ownership options for low-income residents. We will continue to explore other resources to make low-income home ownership a reality for the population it serves.

Fourth, the Authority is dedicated to providing a safe and secure environment for residents in public housing developments. It is our belief that no one, especially those in subsidized housing, should be in peril, physical or emotional. Therefore, SFHA has established working relationships, solidified in numerous Memoranda of Understanding, with contract security companies, local social service agencies, city agencies, the San Francisco Police Department, and other law enforcement agencies to increase the safety and security of all residents in public housing. It will continue to work with local agencies to improve communications and enhance relationships to the betterment of the mutual clients we serve.

Finally, SFHA is committed to finding new and better ways to encourage and support resident businesses, increased job opportunities, access to quality health care and dependent care, enhanced transportation options, and other social service needs. Through partnerships with local social service and city agencies, the Authority will increase the opportunity for public housing residents to improve their quality of life, in or out of subsidized housing.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

☒ Admissions Policy for Deconcentration (See Admission and Occupancy Policy)
☒ FY 2000 Capital Fund Program Annual Statement
☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

☐ PHA Management Organizational Chart
☒ FY 2002 Capital Fund Program 5 Year Action Plan
☐ Public Housing Drug Elimination Program (PHDEP) Plan
☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
☒ Other (List below, providing each attachment name)
Physical and Management Needs Assessment for the year 2002

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	Template & Supporting Documents on display at 5 locations: Administrative Office at 440 Turk Street, Section 8 Office at 1237 Van Ness Avenue, and at three district office locations: 90 Kiska Road, 2501 Sutter Street, and 1010 Webster Street.	

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List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document *Template & Supporting Documents on display at 5 locations: Administrative Office at 440 Turk Street, Section 8 Office at 1237 Van Ness Avenue, and at three district office locations: 90 Kiska Road, 2501 Sutter Street, and 1010 Webster Street.*	Applicable Plan Component
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed (or is addressing) those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
✓	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document *Template & Supporting Documents on display at 5 locations: Administrative Office at 440 Turk Street, Section 8 Office at 1237 Van Ness Avenue, and at three district office locations: 90 Kiska Road, 2501 Sutter Street, and 1010 Webster Street.*	Applicable Plan Component
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development ☐ check here if included in the public housing A & O Policy	Annual Plan
✓	Section 8 rent determination (payment standard) policies ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year (2000 CFP & 2001 CFP)	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	
✓	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
✓	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
✓	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
✓	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	
✓	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

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List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document *Template & Supporting Documents on display at 5 locations: Administrative Office at 440 Turk Street, Section 8 Office at 1237 Van Ness Avenue, and at three district office locations: 90 Kiska Road, 2501 Sutter Street, and 1010 Webster Street.*	Applicable Plan Component
✓	Policies governing any Section 8 Homeownership program ☒ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
✓	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
✓	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
✓	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	
	Other supporting documents (optional) (list individually; use as many lines as necessary)	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income ≤ 30% of AMI	112,951	5	5	5	5	5	5
Income >30% but ≤50% of AMI	195,519	5	5	5	5	5	5

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Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income >50% but <80% of AMI	222,783	5	5	5	5	5	5
Elderly	180,719	5	5	5	5	5	5
Families with Disabilities	142,160	5	5	5	5	5	5
Race/ Ethnicity *Which one?*	364,330 Asian	5	5	5	5	5	5
Race/ Ethnicity *Which one?*	82,803 African America	5	5	5	5	5	5
Race/ Ethnicity *Which one?*	9,348 Native America	5	5	5	5	5	5
Race/ Ethnicity *Which one?*	223,250 Caucasian	5	5	5	5	5	5

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
  Indicate year: 2001
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
  Indicate year:
- ☐ Other housing market study
  Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List Public Housing

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Housing Needs of Families on the Waiting List
Public Housing

Waiting list type: (select one)
- ☐ Section 8 tenant-based assistance
- ☒ Public Housing
- ☐ Combined Section 8 and Public Housing
- ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families PH	% of total families PH	Annual Turnover (Average)
Waiting list total	17,939		295
Extremely low income <=30% AMI	17,939	100%	
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	8,942	49.8	
Elderly families	8,997		
Families with Disabilities	2,817		
Race/White	6,089		
Race/Black	5,217		
Race/ASN/PAC	6,361		
Race/NAT AM	233		
Race/NA			
Characteristics by Bedroom Size	PH	PH	PH (Average)
0BR	4,077	22.7	36
1BR	6,298	35.1	37
2 BR	4,996	27.8	145
3 BR	2,283	12.7	61
4 BR	274	1.6	12
5 BR	8	-	4
5+ BR	3	-	-

Is the waiting list closed (select one)? ☒ No ☐ Yes The PHA reserves the right to open and close the waiting list as necessary to maintain program functionality and consistency, with proper notification.

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

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Housing Needs of Families on the Waiting List
Section 8

Waiting list type: (select one)
☒ Section 8 tenant-based assistance
☐ Public Housing
☐ Combined Section 8 and Public Housing
☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/subjurisdiction:

	# of families	% of total families Sec 8	Annual Turnover Sec 8
Waiting list total	30,334		
Extremely low income <=30% AMI	26,265	86.6	
Very low income (>30% but <=50% AMI)	3,298	10.9	
Low income (>50% but <80% AMI)	227	1.0	
Families with children	10,083	33.2	
Elderly families	6,495	21.4	
Families with Disabilities	8,755	28.9	
Race/White	9,103	30.0	
Race/Black	9,638	31.8	
Race/ ASN/ PAC	10,753	35.4	
Race/NAT AM	468	1.5	
Characteristics by Bedroom Size (Section 8 Only)			
0 BR			
1 BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☐ No ☒ Yes
If yes:
How long has it been closed (# of months)? 8 months, since 9/21/01
Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☒ Yes

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Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☒ Yes For PBV activity as indicated in Section B (2) (b) below.

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☒ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☒ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below)
  Use Section 8 Project Based Voucher Program assistance in conjunction with HOPE VI revitalization efforts to increase supply of housing units.

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed-finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.

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☒ Other: (list below)
Development of more Public Housing (ex: Rosa Parks & infill Homeownership)
Use Section 8 Project Based Voucher Program assistance in conjunction with HOPE VI revitalization efforts to increase supply of housing units.
Utilize to fullest extent possible Section 8 Project Based Voucher Program.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
☐ Employ admissions preferences aimed at families with economic hardships
☒ Adopt rent policies to support and encourage work
☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

☐ Employ admissions preferences aimed at families who are working
☒ Adopt rent policies to support and encourage work
☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

☒ Seek designation of public housing for the elderly
☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
☒ Other: (list below)
Develop joint venture partnerships to fund elderly and disabled housing through grants such as Section 202, Section 818, etc.

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Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

- ☒ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)
  Develop joint venture partnerships to fund elderly and disabled housing through grants such as Section 202, Section 818, etc.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:
Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies
Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community

- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. Federal Grants (FY 2002 Grants Not Yet Available)		
a) Public Housing Operating Fund	$28,595,275	
a) Public Housing Capital Fund (FFY2001)	$12,341,434	
b) HOPE VI Revitalization	$70,000,000	
c) HOPE VI Demolition	$13,000,000	
d) Annual Contributions for Section 8 Tenant-Based Assistance	$105,799,820	
e) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
f) Resident Opportunity and Self-Sufficiency Grants	$ 500,000	
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
Emergency Funding		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2000 CFP	$ 3,757,501	Modernization Activity
2001 CFP	$ 9,323,155	Modernization Activity

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
3. Public Housing Dwelling Rental Income		
May 1st 2002 Rent Roll	$ 1,290,116	Public Housing Management & Maintenance Operations
4. Other income (list below)		
Mod Rehab	$ 8,425,484	
New Construction	$ 5,737,500	
Substantial Rehab	$ 2,782,976	
Pension Fund	$ 1,297,571	
5. Non-federal sources (list below)		
HOPWA (contract with SFRA)	$ 3,001,000	
Shelter Plus Care (contract with DHS)	$ 3,001,000	
Low Income Housing Tax Credit	$76,000,000	
Tax-Exempt Bonds	$11,000,000	
Private Mortgage	$37,000,000	
Donations, Grants, Partnerships	$20,000,000	
Local Funds	$ 6,000,000	
Total resources		

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

☐ When families are within a certain number of being offered a unit: (state number)
☐ When families are within a certain time of being offered a unit: (state time)
☒ Other: At time of Interview

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping

☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
Through the San Francisco Police Department

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?
- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

   If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?

   If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
   - ☐ PHA main administrative office
   - ☐ All PHA development management offices
   - ☐ Management offices at developments with site-based waiting lists

☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
☒ One
☐ Two
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:
☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
☒ Emergencies
☒ Overhoused
☒ Underhoused
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☒ Other: (list below)
HOPE VI relocatees or permanently transferred households from HOPE VI sites

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

3 Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 2 Victims of domestic violence
- 2 Substandard housing
- 2 Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability (applicants qualifying for elderly/disabled housing automatically receive this preference)
- 2 Veterans and veterans' families
- 1 Residents who live and/or work in the jurisdiction (homeless families automatically receive this preference)

2 Those enrolled currently in educational, training, or upward mobility programs
Households that contribute to meeting income goals (broad range of incomes)
Households that contribute to meeting income requirements (targeting)
Those previously enrolled in educational, training, or upward mobility programs
Victims of reprisals or hate crimes
Participants of Welfare to Work Programs
Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:
   - ☐ The PHA applies preferences within income tiers
   - ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
   - ☒ The PHA-resident lease
   - ☒ The PHA's Admissions and (Continued) Occupancy policy
   - ☒ PHA briefing seminars or written materials
   - ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)
   - ☒ At an annual reexamination and lease renewal
   - ☒ Any time family composition changes
   - ☐ At family request for revision
   - ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☒ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)
   - ☐ Adoption of site-based waiting lists
     If selected, list targeted developments below:

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☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☒ Other (list policies and developments targeted below)
The working family and rent burden preferences are weighted highest to encourage a larger mix of families with employment-based income, and potentially higher rent payments, into family housing throughout the housing stock where the majority of residents are on some form of governmental assistance.

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ Additional affirmative marketing
☐ Actions to improve the marketability of certain developments
☐ Adoption or adjustment of ceiling rents for certain developments
☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
☐ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.
Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)
- [x] Criminal or drug-related activity only to the extent required by law or regulation
- [ ] Criminal and drug-related activity, more extensively than required by law or regulation
- [ ] More general screening than criminal and drug-related activity (list factors below)
- [x] Other (Credit Check, Housekeeping, Rental History)

b. [x] Yes [ ] No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. [ ] Yes [x] No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. [ ] Yes [x] No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- [x] Criminal or drug-related activity
- [x] Other (describe below)

Other lease violation issues, along with housekeeping habits, as reflected in participant's file. Note: this information is shared only when requested by landlord.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- [ ] None
- [ ] Federal public housing
- [x] Federal moderate rehabilitation
- [x] Federal project-based voucher program
- [ ] Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- [ ] PHA main administrative office
- [x] Other (list below)

Leased Housing Division, Administrative Office
Section 8 waitlist is currently closed except for owner referral on in-place tenants of Section 8 Project-Based Voucher Program projects to prevent displacement of the tenant due to the project-based activity and for owner referral of families for PBV

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units after the SFHA has not made eligible referrals to the Owner for sixty (60) days after a vacancy occurs.

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:
PHA will grant additional 60-day extensions up to a cumulative maximum of 180 days.

(4) Admissions Preferences

a. Income targeting

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to sub-component **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes

☒ Other preference(s) (list below)
Participants of Welfare to Work Programs

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:
1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
1 Substandard housing
1 Homelessness
1 High rent burden

Other preferences (select all that apply)
Working families and those unable to work because of age or disability
3 Veterans and veterans' families
2 Residents who live and/or work in your jurisdiction
Those enrolled currently in educational, training, or upward mobility programs
4 Households that contribute to meeting income goals (broad range of incomes)
Households that contribute to meeting income requirements (targeting)
Those previously enrolled in educational, training, or upward mobility programs
Victims of reprisals or hate crimes
Other preference(s) (list below)
4 Welfare to Work Participants

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
☒ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)-NA
☒ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)
☐ The PHA applies preferences within income tiers

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☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☒ Other (list below)
Family handbooks

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
☒ Through published notices
☒ Other (list below)
Targeted notices to community supportive services organizations

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☒ Other (list below)
Family handbooks

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

☒ Through published notices
☒ Other (list below)
Targeted notices to community supportive services organizations

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)
   - ☐ $0
   - ☒ $1-$25
   - ☐ $26-$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

A hardship exists in the following circumstances:

a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;

b. When the family would be evicted as a result of the imposition of the minimum rent requirement;

c. When the income of the family has decreased because of changed circumstances, including loss of employment;

d. When the family has an increase in expenses because of changed circumstance, for medical costs, childcare, transportation, education, or similar items;

e. When a death has occurred in the family.

c. Rents set at less than 30% of adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

Additional discretionary disallowance section

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (None)
   - ☒ For the earned income of a previously unemployed household member
   - ☒ For increases in earned income
   - ☐ Fixed amount (other than general rent-setting policy)

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If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
   ☐ Yes for all developments
   ☐ Yes but only for some developments
   ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

   ☐ For all developments
   ☐ For all general occupancy developments (not elderly or disabled or elderly only)
   ☐ For specified general occupancy developments
   ☐ For certain parts of developments; e.g., the high-rise portion
   ☐ For certain size units; e.g., larger bedroom sizes
   ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

   ☐ Market comparability study
   ☐ Fair market rents (FMR)
   ☐ 95th percentile rents
   ☐ 75 percent of operating costs
   ☐ 100 percent of operating costs for general occupancy (family) developments
   ☐ Operating costs plus debt service
   ☐ The "rental value" of the unit
   ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)
- ☐ When an 18yr old is added to the lease
- ☒ Other (list below)

At anytime there is a decrease in income

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
   - ☒ The Section 8 rent reasonableness study of comparable housing
   - ☒ Survey of rents listed in local newspaper
   - ☐ Survey of similar unassisted units in the neighborhood
   - ☒ Other (list/describe below)

     Rent reasonableness study of comparable housing, conducted by an independent contractor, in addition to the Section 8 study.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)
   - ☐ At or above 90% but below100% of FMR
   - ☒ 100% of FMR
   - ☐ Above 100% but at or below 110% of FMR
   - ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
The PHA has chosen to serve additional families by lowering the payment standard
Reflects market or submarket
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ Reflects market or submarket
☐ To increase housing options for families
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)
☒ Annually
☒ Other (list below)
Will be reviewed less than annually, if market conditions indicate changes in market rents.

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
☒ Success rates of assisted families
☒ Rent burdens of assisted families
☒ Other (list below)
Market rent in community, FMR comparison to market rent

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)
☐ $0
☒ $1-$25
☐ $26-$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

A hardship exists in the following circumstances:

- When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;

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- When the family would be evicted as a result of the imposition of the minimum rent requirement;
- When the income of the family has decreased because of changed circumstances, including loss of employment;
- When the family has an increase in expenses because of changed circumstance, for medical costs, childcare, transportation, education, or similar items;
- When a death has occurred in the family.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☒ An organization chart showing the PHA's management structure and organization is attached.

☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	6,258	500
Section 8 Vouchers	6,291	
Section 8 Certificates	130	
Section 8 Mod Rehab	1,144	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
• Homeless/Robert Wood Johnson	130	
• Aftercare Program	195	
• Earthquake Victims	291	

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• Geneva Towers Relocation • Mainstream program • 1915 (C) Program • Veterans Affairs Supportive Housing (VASH) • HOPE VI Relocation/ Replacement • Conventional Public Housing Priority Transfers	321 75 54 31 412	
Public Housing Drug Elimination Program (PHDEP)		
Computer Learning and Education Centers		
Other Federal Programs (list individually) • New Construction • Substantial Rehabilitation • AFL-CIO Pension Fund • HOPWA • Shelter Plus Care	 477 230 102 325 375	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

San Francisco Housing Authority Preventive Maintenance Program Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below: *N/A*

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
   - ☒ PHA main administrative office
   - ☒ PHA development management offices
   - ☐ Other (lis't below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

   If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
   - ☒ PHA main administrative office
   - ☒ PHA development management offices
   - ☒ Other (list below)

     San Francisco Housing Authority
     Leased Housing Division
     1237 Van Ness Ave
     San Francisco, CA 94109

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (Attachment II)

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5-Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☒ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b-1) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: **Hayes Valley**
2. Development (project) number: **CAL 1-18 (2)**
3. Status of grant: (select the statement that best describes the current status)

☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☒ Activities pursuant to an approved Revitalization Plan underway,
Completed and Occupied

b-2) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: **Bernal Dwellings**
2. Development (project) number: **CAL 1-5**
3. Status of grant: (select the statement that best describes the current status)

☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☒ Activities pursuant to an approved Revitalization Plan underway
Completed and Occupied

b-3) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: **Plaza East**
2. Development (project) number: **CAL 1-18 (2)**
3. Status of grant: (select the statement that best describes the current status) (See Attached)

☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☒ Activities pursuant to an approved Revitalization Plan underway
Complete and Occupied by June 2002

b-4) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: **North Beach**
2. Development (project) number: **CAL 1-11**
3. Status of grant: (select the statement that best describes the current status) (See Attached)

☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☒ Activities pursuant to an approved Revitalization Plan underway
Activities continuing according to Implementation Plan

b-5) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: **Valencia Gardens**
2. Development (project) number: **CAL 1-4**
3. Status of grant: (select the statement that best describes the current status) (See Attached)

☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☒ Activities pursuant to an approved Revitalization Plan underway,
Activities continuing according to Implementation Plan

☒ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
Hunters View

☒ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below
Hunter's View

☒ Yes ☐ No: e) Will the PHA be conducting any other public housing (development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

SITES PROPOSED FOR REVITALIZATION
The following sites are severely distressed and require comprehensive revitalization. Over $200 million in Comprehensive Grant Program funds would be needed for capital improvement needs if funding through HOPE VI and leveraged financing is not made available.

Hunters View

Demolish and rebuild the site with a total of 442 mixed income units – 346 rental apartments (267 public housing and 79 tax credit) and 96 for sale homes. All 267 public housing units will be replaced and 175 new housing units will be added.

- 267 public housing rental (237 family and 30 senior)
- 50 senior apartments
- 29 market rate rental units
- 96 first-time homeowner units (50 at 40% to 60% median income, 46 at 60% to 80% median income) All 267 public housing units will be replaced and 175 new units will be added.

Proposed Federal sources of funds	$35,000,000
Proposed Non-Federal funds	$71,649,444
• Tax Exempt Bonds	$ 670,338
• Low Income Housing Tax Credits	$38,274,396
• Grants/Sweat Equity (Habitat Home)	$ 9,975,332
• Private Mortgage	$18,567,099
• Local	$ 2,979,259
• PHA	$ 1,183,020

Alice Griffith

Demolish and rebuild the site with a total of 406 mixed income units – 351 rental apartments (256 public housing and 95 tax credit) and 55 for sale homes. All 256 public housing units will be replaced and 150 new housing units will be added.

Proposed Federal sources of funds	$35,000,000
Proposed Non-Federal funds	$91,532,880
• Tax Exempt Bonds	$24,999,975
• Low Income Housing Tax Credits	$27,273,051
• Grants/Sweat Equity (Habitat Home)	$ 9,418,420
• Private Mortgage	$19,648,050
• Local	$ 9,025,000
• PHA	$ 1,168,384

Hunters Point

Demolish and rebuild the sites with a total of 330 mixed income units – 285 rental apartments (213 public housing and 72 tax credit) and 45 for sale homes. All 213 public housing units will be replaced and 117 new housing units will be added.

Proposed Federal sources of funds	$29,994,727
Proposed Non-Federal funds	$75,915,991
• Tax Exempt Bonds	$20,908,170

• Low Income Housing Tax Credits	$27,204,477
• Grants/Sweat Equity (Habitat Home)	$ 7,937,159
• Private Mortgage	$15,785,243
• Local	$ 3,079,646
• PHA	$ 1,001,296

Westbrook

Demolish and rebuild the site with a total of 376 mixed income units – 316 rental apartments (226 public housing and 90 tax credit) and 60 for sale homes. All 226 public housing units will be replaced and 150 new housing units will be added.

Proposed Federal sources of funds	$35,000,000
Proposed Non-Federal funds	$88,634,468
• Tax Exempt Bonds	$23,877,908
• Low Income Housing Tax Credits	$23,110,698
• Grants/Sweat Equity (Habitat Home)	$10,900,320
• Private Mortgage	$20,844,750
• Local	$ 8,806,500
• PHA	$ 1,094,292

Sunnydale

Substantially rehabilitate 618 units (700 less 82 completed), demolish 67 units and add infill housing for a total of 960 mixed income housing units – 816 rental apartments (767 public housing and 49 tax credit) and 144 for sale homes.

Proposed Federal sources of funds	$ 35,000,000
Proposed Non-Federal funds	$120,086,110
• Tax Exempt Bonds	$ 31,275,000
• Low Income Housing Tax Credits	$ 26,221,937
• Grants/Sweat Equity (Habitat Home)	$ 71,070,000
• Private Mortgage	$ 27,623,125
• Local	$ 4,938,514
• PHA	$ 3,081,966

Potrero Terrace

Substantially rehabilitate all existing units and add new housing for a total of 619 mixed income units – rental apartments (469 public housing and 93 tax credit) and 57 for sale homes. All 469 public housing units will be rehabilitated and 150 new housing units will be added.

Proposed Federal sources of funds	$34,807,024
Proposed Non-Federal funds	$87,261,328
• Tax Exempt Bonds	$27,142,352
• Low Income Housing Tax Credits	$14,956,441

- Grants/Sweat Equity (Habitat Home) $10,985,952
- Private Mortgage $22,113,000
- Local $ 9,654,330
- PHA $ 2,409,253

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description
   ☒ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: Plaza East 1b. Development (project) number: CAL 1-18 (2)
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☒ Demolition Submitted, pending approval ☒ Disposition Planned application ☐
4. Date application approved, submitted, or planned for submission: Demolition approved 9/96 – Disposition Pending 05/00
5. Number of units affected: 276 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 09/96 b. Projected end date of activity: 08/00

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Demolition/Disposition Activity Description
1a. Development name: North Beach 1b. Development (project) number: CAL 1-11
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☒ Demolition Submitted, pending approval ☐ Disposition Planned application ☒ Disposition
4.Date application approved, submitted, or planned for submission: (DD/MM/YY) Demolition Approved 9/96 - Disposition supplementary info. Submitted 4/02
5. Number of units affected: 229 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: Start 9/96 b. Projected end date of activity: 9/04

Demolition/Disposition Activity Description
1a. Development name: Valencia Gardens 1b. Development (project) number: CAL 1-4
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☒ Planned application ☐
4. Date application approved, submitted, or planned for submission: Application submitted 4/16/02
5. Number of units affected: 246 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 9/03 b. Projected end date of activity: 3/04

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Demolition/Disposition Activity Description
1a. Development name: Clementina Towers 1b. Development (project) number: CAL 1-21
2. Activity type: Demolition ☐ Disposition ☒ (Portion of site)
3. Application status (select one) Approved ☐ Submitted, pending approval ☒ Planned application ☐
4. Date application approved, submitted, or planned for submission: (DD/MM/YY) Application submitted 4/12/02
5. Number of units affected: 0 6. Coverage of action (select one) ☒ Part of the development (portion of site) ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 8/02 b. Projected end date of activity: 8/05

Demolition/Disposition Activity Description
1a. Development name: Rosa Parks 1b. Development (project) number: CAL1-18 (5)
2. Activity type: Demolition ☐ Disposition ☒ (Portion of site)
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (DD/MM/YY) Planned Application 09/02
5. Number of units affected: 0 6. Coverage of action (select one) ☒ Part of the development (portion of site) ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 6/03 b. Projected end date of activity: 9/05

Demolition/Disposition Activity Description
1a. Development name: Hunter's View 1b. Development (project) number: CAL 1-18 (3)
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/03
5. Number of units affected: 267 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/03 b. Projected end date of activity: 6/07

Demolition/Disposition Activity Description
1a. Development name: Alice Griffith 1b. Development (project) number: CAL 1-18 (4)
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/04
5. Number of units affected: 256 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/04 b. Projected end date of activity: 6/08

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Demolition/Disposition Activity Description
1a. Development name: Hunter's Point 1b. Development (project) number: CAL1-17 (A)
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/05
5. Number of units affected: 213 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/05 b. Projected end date of activity: 6/09

Demolition/Disposition Activity Description
1a. Development name: Westbrook 1b. Development (project) number: CAL 1-9
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/06
5. Number of units affected: 226 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/06 b. Projected end date of activity: 6/10

Demolition/Disposition Activity Description
1a. Development name: Westside Courts 1b. Development (project) number: CAL 1-8
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/07
5. Number of units affected: 137 6. Coverage of action (select one) ☐ Part of the development ☒ Total development 7. Timeline for activity: a. Actual or projected start date of activity: 12/07 b. Projected end date of activity: 12/11

Demolition/Disposition Activity Description
1a. Development name: Sunnydale 1b. Development (project) number: CAL 1-3
2. Activity type: Demolition ☒ 30 units Disposition ☒ Portion of Site
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/05
5. Number of units affected: 30 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/05 b. Projected end date of activity: 6/12

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Demolition/Disposition Activity Description
1a. Development name: Potrero Terrace 1b. Development (project) number: CAL 1-2
2. Activity type: Demolition ☐ Disposition ☒ Portion of Site
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 6/05
5. Number of units affected: 0 6. Coverage of action (select one) ☒ Part of the development (portion of site) ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/05 b. Projected end date of activity: 12/13

Demolition/Disposition Activity Description
1a. Development name: Woodside Gardens 1b. Development (project) number: CAL 1-18 (10)
2. Activity type: Demolition ☐ Disposition ☒ Portion of Site
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 6/07
5. Number of units affected: **0** 6. Coverage of action (select one) ☒ Part of the development (portion of site) ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 9/07 b. Projected end date of activity: 12/14

Demolition/Disposition Activity Description
1a. Development name: 101 & 103 Lundy Lane 1b. Development (project) number: CAL 1-30
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/02
5. Number of units affected: 2 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 3/04 b. Projected end date of activity: 8/04

Demolition/Disposition Activity Description
1a. Development name: 75-77 Coleridge 1b. Development (project) number: CAL 1-29
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/02
5. Number of units affected: 2 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 3/04 b. Projected end date of activity: 8/04

Demolition/Disposition Activity Description
1a. Development name: 275 Thrift Street 1b. Development (project) number: CAL 1-33
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/02
5. Number of units affected: 1 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 3/04 b. Projected end date of activity: 8/04

DEMOLITION AND DISPOSITION

Comprehensive revitalization is planned for old poorly configured sites with deteriorated structures and fundamental building construction and design problems. Disposition under ground lease agreements is planned for portions of low-density sites where development of additional public housing, affordable housing, and homeownership housing is feasible. In the recent past applications for demolition and disposition of two public housing sites with 437 units were approved. During the next five years, nine applications for disposition and/or demolition are planned involving approximately 1,128 existing public housing units with the potential for construction of 1,128 replacement public housing units and approximately 688 rental and homeownership housing units.

The most severely distressed sites with dangerous mid- and high-rise structures (Bernal Dwellings, Plaza East and Hayes Valley) were demolished and are being replaced with new housing that is both compatible with the surrounding neighborhoods and attractively designed with the safety and security of the residents in mind under the HOPE VI Program. While this process unavoidably resulted in a reduction of 228 dwelling units, only 78 bedrooms will be lost with the shift to larger family sized housing, a scarce resource in San Francisco. At the same time, through partnerships with locally-based developers, the SFHA has added 13 Section 8 project-based apartments at Bernal Gateway and is adding 85 Section 202 apartments for seniors at the Clementina Towers site. The SFHA plans to develop additional replacement public housing through disposition by ground lease of a portion of

low-density public housing sites and on non-public housing sites in partnership with other housing developers.

The SFHA's two most recently designated HOPE VI sites, North Beach and Valencia Gardens, along with Hunters View, a recent HOPE VI application, are underutilized sites and provide opportunities for the development of apartments and homeownership opportunities for working families while improving distressed public housing. The plans allow us to reclaim and repair the blighted and abandoned sites within the existing vibrant neighborhoods with modernization, new construction and in-fill development. North Beach and Valencia Gardens will be reconfiguration and comprehensive revitalization to maintain the same 475 apartments for public housing residents while introducing an additional 173 moderate and market rate housing units (North Beach and Valencia Gardens). As mentioned above, the Section 8 Project Based Voucher (PBV) Program will be used in conjunction with HOPE VI revitalization efforts. North Beach has been conditionally approved for 119 units assisted under the Section 8 PBV Program. In addition, PBV assistance shall be made available at Valencia Gardens as well. This strategy creates both income diversity and addresses the acute shortage of housing for moderate income households in San Francisco. In addition, North Beach, surrounded by a thriving commercial district, offers unique economic opportunities.

Residents who occupy public housing that is proposed for demolition and disposition are all consulted during the planning process. Residents receive counseling and are all offered temporary relocation assistance and the first right to return to the new replacement housing, provided they remain tenants in good standing. Relocated residents are tracked during the relocation process and provided with community and support services during and after the relocation process.

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description
   ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]
Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description
   ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)

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☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

☐ Units addressed in a pending or approved demolition application (date submitted or approved:

☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)

☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)

☐ Requirements no longer applicable: vacancy rates are less than 10 percent

☐ Requirements no longer applicable: site now has less than 300 units

☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management

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Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) ☐ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

   The SFHA plans to administer a Section 8 Homeownership program, subject to 24 CFR Part 982 final rule.

2. Program Description:

a. Size of Program

☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
- ☐ 26 - 50 participants
- ☒ 51 to 100 participants
- ☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 12/04/98

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☒ Jointly administer programs
- ☒ Partner to administer a HUD Welfare-to-Work voucher program
- ☒ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

In addition to the programs listed below, the SFHA has actively provided information, services, and assistance to encourage resident participation in voter registration and local and national elections.

(1) General

a. Self-Sufficiency Policies

Which, if any, of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☒ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or Section 8 participants or both)
Computer Centers				
1815 Egbert	30	Residents of Development	Development Office	Public Housing
1551 Newcomb	40	Residents of Development	Development Office	Public Housing
1792 15th Street	30	Residents of Development	Development Office	Public Housing
247 West Point	30	Residents of Development	Development Office	Public Housing
1120 Columbus	30	Residents of Development	Development Office	Public Housing
1111 Buchanan	30	Residents of Development	Development Office	Public Housing

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956 Ellsworth	30	Residents of Development	Development Office	Public Housing
310 Haight	30	Residents of Development	Development Office	Public Housing
838 Pacific	30	Residents of Development	Development Office	Public Housing
Other Programs				
SF Boys & Girls Club	80	Open Enrollment	Development Office	Public Housing
Operation Dream	200	Specific Criteria	S.F. Police Department	Public Housing Section 8
Parents on Patrol	10	Open Enrollment	Development Office	Public Housing
Jr. 49ers Football League	50	Specific Criteria	Development Office	Public Housing
Education & Career Development	260	All participants	FSS Program Office	Section 8
Computer Training			FSS Program Office	Section 8
Monthly Workshops			FSS Program Office	Section 8
Stress/Money/Parenting Management			FSS Program Office	Section 8
Career Clothing			FSS Program Office	Section 8
All Section 8 services are provided at the FSS program office at 1251 Turk Street, San Francisco, CA 94115				

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)

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Public Housing	0	0
Section 8	330	182

b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
   - ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
   - ☒ Informing residents of new policy on admission and reexamination
   - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
   - ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
   - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
   - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

   - ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments

- [x] High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- [x] Residents fearful for their safety and/or the safety of their children
- [ ] Observed lower-level crime, vandalism and/or graffiti
- [x] People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- [ ] Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- [x] Safety and security survey of residents
- [x] Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- [ ] Analysis of cost trends over time for repair of vandalism and removal of graffiti
- [x] Resident reports
- [x] PHA employee reports
- [x] Police reports
- [ ] Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- [ ] Other (describe below)

3. Which developments are most affected? (list below)
Hunter's View, Potrero Terrace/Potrero Annex, Sunnydale, Alice Griffith, Hunter's Point

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
   - [x] Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
   - [ ] Crime Prevention Through Environmental Design
   - [ ] Activities targeted to at-risk youth, adults, or seniors
   - [x] Volunteer Resident Patrol/Block Watchers Program
   - [ ] Other (describe below)

2. Which developments are most affected? (list below)
Hunter's View, Potrero Terrace/Potrero Annex, Sunnydale, Alice Griffith, Hunter's Point

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)
   Hunter's View, Potrero Terrace/Potrero Annex, Sunnydale, Alice Griffith, Hunter's Point

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment III)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See the attached Admissions & Occupancy Policy

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

For the PHA Civil Right Policy, see the attached Admissions & Occupancy Policy.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))? (If no, skip to component 17.)

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2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☒ Yes ☐ No: If there were any findings, do any remain unresolved?

   If yes, how many unresolved findings remain? 1

5. ☒ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?

   If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
   - ☐ Not applicable
   - ☒ Private management
   - ☐ Development-based accounting
   - ☐ Comprehensive stock assessment
   - ☐ Other: (list below)

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
   - ☒ Attached at Attachment **Attachment IV**
   - ☐ Provided below:

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3. In what manner did the PHA address those comments? (select all that apply)
   - ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
   - ☒ The PHA changed portions of the PHA Plan in response to comments
     List changes below:
     see Attachments
   - ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

   a. Nomination of candidates for place on the ballot: (select all that apply)
      - ☐ Candidates were nominated by resident and assisted family organizations
      - ☐ Candidates could be nominated by any adult recipient of PHA assistance
      - ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
      - ☐ Other: (describe)
        Resident participation on the Resident Advisory Board was solicited at the first Citywide Residents Meeting. Tenant Association leaders were also asked to participate in the RAB process.

   b. Eligible candidates: (select one)
      - ☐ Any recipient of PHA assistance
      - ☐ Any head of household receiving PHA assistance
      - ☐ Any adult recipient of PHA assistance
      - ☐ Any adult member of a resident or assisted family organization
      - ☐ Other (list)

   c. Eligible voters: (select all that apply)
      - ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
      - ☐ Representatives of all PHA resident and assisted family organizations
      - ☐ Other (list)

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C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (San Francisco, California)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

   ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
   ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
   ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
   ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (Multifamily Development and a home ownership program)
   ☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Pursuant to notice PIH 99-51 (HA), SFHA will use the HUD criteria detailed in Section III (G) of the notice to define "Substantial Deviation" and "Significant Amendment or Modification". Specifically, a substantial deviation or significant amendment or modification, which requires public notice and comment, will be required if a change is made to the Plan, or any component thereof, related to the following:

- Changes to established Flat Rent amounts;
- Admissions Policies specifically related to the organization of the applicant waiting list;
- Deconcentration of poverty and income mixing in public housing;
- Additions of Non-Emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the capital fund; or,
- Any change with regards to Demolition or Disposition, Designation, Homeownership programs or Conversion activities

Changes made to the Plan, or any component thereof, that do not relate to the above-mentioned issues will not be considered substantial or significant and will not require public notice and comment.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment I: Capital Fund Program is submitted along with Annual Plan

Attachment II: Section 8 Project-Based Voucher Program Attachment

Attachment III: Admissions and Continued Occupancy Policy

Attachment IV: Resident Advisory Board Recommendations

Attachment V: Public Comments

FINAL DRAFT

Rev: 6/7/02

ATTACHMENT IV

RESIDENT ADVISORY BOARD FY-2002 RECOMMENDATIONS

Our goal is to build more collaborative partnerships with other agencies that provide services to our residents/clients. Among other benefits, this will ensure that there will be no duplication of services to our clientele. Currently, there are 16,280 applicants on the SFHA public housing waiting list, with the turnover vacancy rate of 324. It is for this reason among others that the SFHA wants to close the public housing waiting list. Currently clients are constantly being resequenced (ranked) by the CCS system as new applicants are able to added to our list. Because of this resequencing, often times clients who have remained on the waiting list for several years, must continue to wait for long periods of time because they may be ranked lower than new applicants who meet federal preferences.

- Mr. Kitrell noted the fact that there did not seem to be very many 4 and 5 bedroom units available in public housing. Juan Monsanto replied that the demand in public housing was for 1 and 2 bedroom units and that most of the larger families required larger units were located in the Big 4 developments. Juan asked if the SFHA had Single Room Occupancy (SRO) units. Lawrence Andrews replied that Section 8 housing had SRO units, but that public housing did not.

- Resident (need to find out his name from sign in sheet) asked if this plan was a continuation of last year's plan. Naja Boyd responded that this plan would constitute the second year of the 2000-2005 Five-Year Plan. (The resident) asked if money from the previous year's Comp Grant would be carried forward if it was not used. Naja Boyd replied that funds are most often times re-allocated for other projects/activities. Needs are re-assessed and re-prioritized because of shortages in funding. For this year's Capital Fund Program, the SFHA might be working with total of $9-10 million. She told Mr. xx that rents and subsidies make up the SFHA's operating budget.

- Resident: Asked if money from the previous year's Comp Grant would be carried forward if it was not used.

- Jackie Sachs asked if the work scheduled to be done at her unit would be completed. Ms. Boyd replied that she didn't know if all the planned work would be completed, but that the emergency work would be. Ms. Sachs also expressed the concern that there was no elderly studio units represented on the chart. Ms. Boyd said that this would be added later.

Section 8 Families Chart

- At the present, 97% of families in public housing and Section 8 housing meet the criteria for 30% Area Median Income (AMI). As in public housing, the majority of demand is within the 1 or 2 bedroom unit range.

- Mr. Andrews stated that the Section 8 waiting list (for general applicants) has been closed since March 1998 and will probably be opening again before the end of 2001 for new applicants to apply. Ms. Ozan raised a question about the unit size for disabled individuals and if they could ever qualify to have more than a studio for one person. Mr. Andrews answered that the unit size of an individual could be bigger than a studio in order to accommodate necessary medical equipment, for example. Mr. Andrews replied to Mr. Kitrell's question by saying that HUD issues vouchers for Section 8 every year and that this year the SFHA received 500 vouchers. He also explained to Ms. Sachs that units where only one individual resides is reflected on the chart as a family. He further clarified that single, elderly individuals are considered elderly families. Also there is no difference between senior housing and disabled housing. They are one in the same. Section 8 has designated vouchers for senior/disabled households

- Mr. Kitrell asked whether or not a person who had been selected through the Section 8 lottery would be off the waiting list if the SFHA was missing their records. Mr. Andrews replied that the client would not be withdrawn as long as they still had their lottery selection letter with would state their ranking number (#1-10,000). Although the client's name might not appear in the CCS system, their name would still appear in the main lottery list/database. This way, the SFHA can verify an applicant's claim that they were selected from the Section 8 lottery.

- SFHA would target families at or below 30% AM1 (however we are currently already exceeding this amount at almost 100%). Median income is calculated by and issued bi-annually by HUD. The city of San Francisco also has their own calculations of median income. For example, the median income for a family of 4 would be approximately $74,600. This would make the SFHA impose a maximum income allowable for a family of four at $26,000-28,000 (which would be 80% of the area median income).

- Several residents at the meeting posed questions about rent calculation. Ms. Boyd replied that the SFHA has had a policy in place regarding ceiling rent since 1994. She stated that a tenant's rent should never increase so much as to exceed the ceiling rent amount for that client's unit size. She provided a chart itemizing the ceiling rent amounts for the residents in attendance at the meeting.

- Ms. St. Jean asked whether or not a Section 8 resident who earned more money than they did previously would lose their assistance from the SFHA. Mr. Andrews answered that income limits are imposed on both Section 8 residents and Section 8 applicants. He said that there had to be a distinguishing of the two (applicants and current residents). He clarified that applicants who earn above the maximum allowable income will not be allowed into the program, but that current residents depending how high their income gets may be allowed to still receive assistance. The client's rent would be calculated and adjusted according to their increase in earned income, until it reached the maximum rent allowable for their unit size. After a particular client has been earning 'zero subsidies' for 6 months, then their assistance would be terminated. These clients are taken off the program because they are considered to be 'self sufficient'.

- Ms. Ozan and Ms. Sachs asked whether or not disabled residents would get kicked out if they were to suddenly receive a lot of money (winning the lottery for example). Mr. Andrews stated that lump sum increases that are added to any client's account (bank) would not be considered income unless the client actually draws money out of that account to use. As far as assets, only a certain percentage of their total amount/value is applied to their income.

- Changes are put in italicized text. Juan Monsanto stated that the criteria for entrance back to the HOPE VI sites for the relocation residents included looking at the client's criminal record, housekeeping, and current income. Ms. Ozan asked whether or not a current public housing applicant/resident could apply for a unit at the HOPE VI sites. Ms. Boyd answered that for current residents they could apply for a transfer at a HOPE VI site and be placed on a first-come-first-served basis. Generally, a public housing resident who applies for a transfer must take the first offer of housing that they get from the Eligibility Department and remain at the same development for 12 months. If they do not take their first offer of housing then they run the risk of being removed from the waiting list. Under special circumstances (such as the client having experienced incidents of domestic violence at the development location offered by Eligibility), the client can be offered housing at a different location.

<u>Local Preferences</u>

- Mr. Kitrell was concerned that the current residents trying to deal with drug problems should receive some assistance from the SFHA while they are in rehabilitation programs. Currently, these residents are fearful of losing their housing and their children. Ms. Boyd replied that the SFHA is currently in the development stages of creating a collaborative with the Gellani House. So far, the SFHA, DHS and Gellani House have met twice regarding the implementation of an 18 month drug rehabilitation

program for SFHA residents. In this pilot program, participants would not have to worry about their housing because Gellani House would take the entire family in for treatment. The participant's housing unit would be returned to the SFHA housing stock until such time that the participant is close to successful completion of the program (proposed 90-day window prior to program completion).

- Drug problem current residents with out fear of losing home or children.
- Meet with SFHA and DHS (meet twice already) regarding Rehabilitation
- Program 18 months
- Review plan to assist drug user

- Mr. Kitrell and Ms. Ozan noted that fairly recently, the SFHA and DHS did have a 6-month drug rehabilitation program where DHS would help the resident pay their rent and the SFPD would check the resident's unit, once a week.

- Larger families are located in the Big-4
  Single Room Occupancy?
  Section 8 has but not Public Housing.

- Is the money from Comp Grant carried forward if not used from the previous year?
- Capital Fund Program – might be 9-10 million this year.
- Programs previously approved may have to be reassessed, re-prioritized because of the shortage of funding.
- Rents and subsidies make up the operating budget.
- Will work be completed at JFK Tower?

<u>Single individuals are considered as families</u>

- Single/elderly individual would be considered an elderly family
- Missing Records: off waiting list
- Section 8 lottering raking 1-10,000 client would still have number ranking letter.
- Names cannot be removed from waiting list (Lottery)

- Target families at or below 30% AM1 but we are exceeding this amount at almost 100%
- Medical Income is issued bi-annually by HUD
  Family of 4 74,600
  Area Median 80% 26,00-28,000 (Which are "ceiling" amounts/maximum)
- **Resident Question:** About Rent Increase
  Naja W. Boyd: Should never increase to exceed ceiling rent for client's unit size. Policy in place – SFHA

Ceiling rent table for public housing

- Eliminates from Section 8
- Income limits
- Distinguish between applicant's participants
- HUD incentive to stay in public housing once they earn more money

- Section 8 income rent would be adjusted until it reaches maximum rent allowable for the unit size
- Zero subsidies for 6 months, then termination of assistance they are considered Social Security.
- Disabled get big money & do they get kicked out

<u>Participants:</u> **Lump sum increases that are added to their account (banks) won't be** income unless they draw money out of that account.

Applicant:
Look at assets and take a certain percent to apply to their income (should be noted in the strategy 1 – page 10).

- **Clarification:** Senior and disabled housing same thing.
- Section 8 has designated vouchers for senior/disabled households
- Clearly very diverse population is SFHA
- Aggressive efforts to translate materials, etc.

HOPE VI changes are put in italicized text

Criteria for HOPE VI relocation sites

- Criminal Records
- Good Housekeeping
- Income

- Can regular Public Housing apply for HOPE VI sites?
  Yes: Eventually SFHA wants to have site-based waiting list for October 2001

- Risk removal if not taking choice and not move based on for 12 months or if you can substantiate DV at a location that was offered. You have to stay for 12 months once you are in.
- Former Residents have first choice and all that are from the rest of the available slots; the Public Housing can go in 1st come 1st serve.

RESIDENT ADVISORY BOARD FY-2003 RECOMMENDATIONS

Admissions & Continued Occupancy/Section 8 Administrative Plan Sub-Committee

- Board members made no recommendations.

Capital Fund/Modernization/HOPE VI Sub-Committee

FINAL DRAFT

Rev: 6/7/02

ATTACHMENT V

WRITTEN PUBLIC COMMENTS

Comments on the San Francisco Housing Authority's PHA Annual Plan
By The Arc San Francisco, June 14, 2002:

Section 8

The San Francisco Housing Authority's Section 8 plan and process contains many excellent features to increase accessibility for people with disabilities. The Arc San Francisco applauds the efforts of The San Francisco Housing Authority to increase the accessibility of its programs. Some of the most outstanding positive features of the Section 8 plan include:

- The inclusion of disability as a category on the application for the Section 8 list and especially notable the inclusion of the type of disability (physical, mental, developmental) on the application form. This is very important in being able to identify people who need housing with specific accessibility or services as well as people who may qualify for special programs. The distinction made between mental and developmental disabilities is especially significant, but frequently overlooked, given the different needs and services available to the mental and developmental disability populations. Collecting information on both disability status and type of disability allows for data that can document the existence of obstacles to housing based on disability or type of disability – the first important step to overcoming these obstacles to fair housing.

- The inclusion of the category of "disabled family" which includes two or more people with disabilities who wish to live together as a "family" is also very positive. The category of "disabled family" encourages situations in which mutual peer support can be fostered and provides a viable option for decreasing isolation for many people with disabilities. This flexible definition of "family" sets a standard we wish would be emulated everywhere.

- The upper level administration of the Section 8 program have been very responsive to the needs of people with disabilities who have appealed to them for reasonable accommodations such as voucher extensions.

There are also some major oversights and omissions in The San Francisco Housing Authority 's Section 8 Plan that create obstacles for people with disabilities and create potential compliance issues with both fair housing laws and the local Consolidated Plan.

The greatest barrier to the use of the Section 8 vouchers in the tight rental market of San Francisco is the length of time from the submission of the Request for Lease Approval and the SFHA lease-up of the unit. In the past, as documented from

materials on the SFHA website the time between the submission of the RLA and the inspection of the unit was 3 to 4 days. The current plan being submitted states the time between RLA submission and inspection is **15 days**. After inspection, there is still the approval process bringing the time between submission of the RLA and lease-up to be between 3-4 weeks. The **3-4 week wait** between submission of the RLA and SFHA lease up causes the landlord to **lose up to thousands of dollars in rent** –creating an **extreme fiscal disincentive** for landlord to participate in the Section 8 program in San Francisco. The long length of time between submission of RLA and the lease up is additional hardship for voucher holders with disabilities who already have great difficulty finding units due to difficulties with both discrimination and lack of sufficient accessible units on the market. **It is strongly urged that the San Francisco Housing Authority reduce the time from submission for the RLA to lease up from 3-4 weeks to 3-4 days to reduce the fiscal disincentive for landlords and increase the utilization of vouchers.** In addition it is recommended that the San Francisco Housing Authority investigate the possibility of fiscal incentives for landlords of voucher holders in general or hard-to – place individuals and families in particular.

People with disabilities also face systemic barriers in accessing Section 8 and other San Francisco Housing Authority programs due to the lack of a consistent procedure for requesting and obtaining reasonable accommodations due to disability. The San Francisco Housing Authority **does not have a request for reasonable accommodations form** nor to the best of our knowledge a person responsible for coordinating reasonable accommodations. (Many other large public entities, such as universities, have ADA coordinators.) Section 1.3 of the annual plan states "Notifications of reexamination, inspection, appointment or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by a participant will include information about requesting a reasonable accommodation." Currently the waiting list applications, the eligibility appointment letters and notices of recertification **all do not include any information about either the right to reasonable accommodations or how to request reasonable accommodations.** Written requests for accommodations clearly covered by the ADA, such as the request for a sign language interpreter for a tenant who is deaf during certification and recertification for Section 8, were not answered either verbally or in writing. **The lack of notice of reasonable accommodations and means of implementing them cause people with disabilities to not have the reasonable accommodations that are required to be granted under both state and federal law.** The San Francisco's Comprehensive Affordability Strategy Committee's Accessibility Subcommittee has developed sample notice of reasonable accommodation and guidelines for implementing reasonable accommodations that were given out to all city funded housing providers. **It is strongly recommended that the San Francisco Housing Authority work with the CHAS accessibility subcommittee to develop a form for requesting reasonable accommodations and clear, consistent procedures for responses to requests and implementation of the accommodations.**

The San Francisco Housing Authority appears to lack consistent disability-based Fair Housing training for all of the staff, particularly the staff that meet directly meet with future and current tenants. The upper levels of the administration have been very responsive to the needs of people with disabilities and requests for reasonable accommodations. However, many of the people who directly meet with tenants and future tenants, alth- :gh well meaning, seem unfamiliar with some types of disabilities, the types of reasonable accommodations needed, fair housing laws and in the case of some personnel even San Francisco Housing Authority's own policies on people with disabilities such as the definition of "disabled family". The City of San Francisco has in the past offered free training on Fair Housing and reasonable accommodations to city-funded housing providers. In addition, many non-profit disability advocacy organizations provide free or low –cost trainings on Fair Housing issues (such as the training led recently by AIDS legal referral) or on specific disability populations or disability related issues (such as education about people with developmental disabilities available free from The Arc San Francisco or hoarder /clutterer information available free from ILRC and the Mental Health Association.) The San Francisco Housing Authority interacts with many people with disabilities; approximately 25-30 % of the Section 8 waiting list is composed of people who have disclosed that they have disabilities. **It is strongly recommended that the San Francisco Housing Authority utilize the free and low-cost trainings available on Fair Housing, reasonable accommodations, people with disabilities populations and disability related issues. It is further recommended that the San Francisco Housing Authority work closely with the CHAS Accessibility Subcommittee to form a consistent plan for the training of all staff, particularly staff interacting with future and current tenants.** These training will result in greater efficiency, ease of employees in interacting with people with disabilities and create consistent levels of competence in disability-related areas without imposing a fiscal hardship upon the agency.

Currently, there is not a way of consistently recording and utilizing optional second party notification for notices, eligibility and recertification. Many tenants with cognitive or visual impairments may be unable to appropriately respond to a letter not due to lack of cooperation or interest but due to lack of ability to read the letter. Offering optional second party notification would greatly assist people who would have difficulty accessing the information in written format by could benefit from hearing about it from a social worker, advocate or other second party of choice. **It is recommended that the San Francisco Housing Authority develop a system of optional second party notification to both assist people who could benefit and obtain additional assistance from second parties in disseminating information.**

In the new plan for Section 8 Leased Housing, unlike the past practice, a person with mobility impairments (such a person who uses a wheelchair) residing in an inaccessible unit is not explicitly included as involuntary displaced. People with serious mobility impairments living in inaccessible units are virtually prisoners in their own homes, unable to leave or return home at will, effectively and involuntarily "displaced" from their communities. Policies which prioritize people so displaced due to

inaccessible units best enable those individuals to have equal opportunity to live, work and make meaningful contributions to the community. **It is strongly recommended that language be added which would specifically include people displaced due to inaccessible units as involuntarily displaced and thus qualifying for the waiting list preferance.**

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FINAL DRAFT Rev: 6/7/02

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2003

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NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan
Agency Identification

PHA Name: San Francisco Housing Authority

PHA Number: CA 001

PHA Fiscal Year Beginning: 10/01/02

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

☒ Main administrative office of the PHA
☒ PHA development management offices
District Offices:
District 1 – 90 Kiska Road
District 2 – 2501 Sutter Street
District 3 – 1010 Webster Street
☐ PHA local offices
☒ Section 8 Office – 1237 Van Ness Street

Display Locations for PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

☒ Main administrative office of the PHA
☒ PHA development management offices
District Offices:
District 1 – 90 Kiska Road
District 2 – 2501 Sutter Street
District 3 - 1010 Webster Street
☐ PHA local offices
☐ Main administrative office of the local government
☐ Main administrative office of the County government
☐ Main administrative office of the State government
☐ Public library
☒ PHA website
☒ Other (list below) Section 8 Administrative Office – 1237 Van Ness Street

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

☒ Main business office of the PHA
☒ PHA development management offices

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District Offices:

District 1 – 90 Kiska Road
District 2 – 2501 Sutter Street
District 3 - 1010 Webster Street

☒ Other (list below)

Section 8 Administrative Office – 1237 Van Ness Street

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5-YEAR PLAN
PHA FISCAL YEARS 2001 - 2005
[24 CFR Part 903.5]

A. Mission

The PHA's mission is to continue to provide for over 12,000 public housing residents, and 13,000 Section 8 participants, and to serve the low-income households of any private or non-profit housing developers in the City, especially working families. A primary goal of the Authority is to continue to provide housing for these low-income households while improving housing and economic opportunities for residents and maintaining high standards of property management, fiscal management and service delivery. Coordination with City efforts and collaborations with other public and private entities will continue to be emphasized.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

☒ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☒ Apply for additional rental vouchers:
- ☒ Reduce public housing vacancies:
- ☒ Leverage private or other public funds to create additional housing opportunities:
- ☒ Acquire or build units or developments
- ☒ Other (list below)

  Infill affordable and market rate housing, where density permits, at family and elderly/disabled public housing sites.

  Use Section 8 Project Based Voucher Program assistance in conjunction with HOPE VI revitalization efforts to increase supply of housing units.

☒ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☒ Improve public housing management: (PHAS score)
- ☒ Improve voucher management: (SEMAP score)
- ☒ Increase customer satisfaction:

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- ☒ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☒ Renovate or modernize public housing units:
- ☒ Demolish or dispose of obsolete public housing:
- ☒ Provide replacement public housing:
- ☒ Provide replacement vouchers:
- ☒ Other: (list below)

  Partnering with locally based developers

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling:
- ☒ Conduct outreach efforts to potential voucher landlords
- ☒ Increase voucher payment standards
- ☒ Implement voucher homeownership program:
- ☒ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☒ Other: (list below)

  Voucher Homeownership in conjunction with comprehensive revitalization, infill housing, partnerships with Habitat for Humanity, Family Self-Sufficiency (FSS), and other home ownership programs.

  Use Section 8 Project Based Voucher Program assistance in conjunction with HOPE VI revitalization efforts to increase supply of housing units.

  Utilize to the fullest extent possible the Section 8 Project-Based Voucher Program.

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ PHA Goal: Provide an improved living environment

Objectives:

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☒ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☒ Implement public housing security improvements:
- ☒ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☒ Other: (list below)

  Deconcentrate poverty by bringing higher income public housing and other households into lower income density developments where more housing can be added to the site, including mixed income, mixed use community.

Develop better one-on-one relationships with communities surrounding public and senior housing sites

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:

- ☒ Increase the number and percentage of employed persons in assisted families:
- ☒ Provide or attract supportive services to improve assistance recipients' employability:
- ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☒ Other: (list below)

Identify and implement programs with community-based partners that can promote family self-sufficiency, including low-income families first-time home ownership opportunities.
ROSS grant funds offer pre-apprenticeship construction-trade training for residents. Two community-based organizations provide the training.
SFHA has a commitment that at least 25% of new staff hours, funded through contracts with outside sources awarded through a bid process, will be made available to residents of public housing.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☒ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, sexual orientation, and disability:
- ☒ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, sexual orientation, and disability:
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☒ Other: (list below)

The Housing Authority has created the Office of Civil Rights Inquiries to respond to residents and applicants relating to possible discrimination-based incidents and the implementation of procedures for addressing allegations of incidents with a perceived or actual discriminatory dimension.

FINAL DRAFT

Rev: 6/7/02

Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
- ☐ **Small Agency (250 Public Housing Units)**
- ☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

Executive Summary

The San Francisco Housing Authority, established in 1938, is part of the City and County of San Francisco. The Authority manages 6,258 units of public housing stock in 53 developments scattered throughout the city. It is the 17th largest agency in the nation, serving over 26,000 eligible low- and very-low income residents. The Authority houses very low-income families, and without its assistance, many of San Francisco's residents, who come from many different ethnic backgrounds and who create the city's unique flavor, would be forced to live elsewhere. As a priority, the SFHA is seeking ways to address the growing needs of working families in addressing housing options and home ownership opportunities.

Given the age and condition of its current housing stock, the Authority could lose as much as three percent (3%) of its viable housing units each year. A large part of the problem is the extraordinary cost of maintaining these units as safe and livable; given current budget restrictions, gang and crime rates in the community, and strict federal regulations regarding fiscal responsibilities. Drastic measure must be taken and alternatives must be found to address these conditions in order to maintain safe and affordable housing for low-income residents of the city.

The Authority has five major goals it is seeking to accomplish in the short- and long-term future. First, it is committed to the preservation and rehabilitation of its existing public housing stock. The Authority will continue to seek funding sources, in addition to those provided through formula grants provided by the Department of Housing and Urban Development, to address the physical needs of the various family and senior/disabled housing developments.

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Second, the Authority is committed to addressing the growing need for low-income housing in the San Francisco area by developing ways to increase the public housing stock through creative partnerships with local developers and investors for the benefit of all low-income San Francisco residents.

Third, SFHA is working towards developing a comprehensive plan to address home ownership needs for low-income residents in the San Francisco area. Two of the proposed HOPE VI applications include combinations of replacement housing and home ownership options for low-income residents. We will continue to explore other resources to make low-income home ownership a reality for the population it serves.

Fourth, the Authority is dedicated to providing a safe and secure environment for residents in public housing developments. It is our belief that no one, especially those in subsidized housing, should be in peril, physical or emotional. Therefore, SFHA has established working relationships, solidified in numerous Memoranda of Understanding, with contract security companies, local social service agencies, city agencies, the San Francisco Police Department, and other law enforcement agencies to increase the safety and security of all residents in public housing. It will continue to work with local agencies to improve communications and enhance relationships to the betterment of the mutual clients we serve.

Finally, SFHA is committed to finding new and better ways to encourage and support resident businesses, increased job opportunities, access to quality health care and dependent care, enhanced transportation options, and other social service needs. Through partnerships with local social service and city agencies, the Authority will increase the opportunity for public housing residents to improve their quality of life, in or out of subsidized housing.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

☒ Admissions Policy for Deconcentration (See Admission and Occupancy Policy)
☒ FY 2000 Capital Fund Program Annual Statement
☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

☐ PHA Management Organizational Chart
☒ FY 2002 Capital Fund Program 5 Year Action Plan
☐ Public Housing Drug Elimination Program (PHDEP) Plan
☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
☒ Other (List below, providing each attachment name)
Physical and Management Needs Assessment for the year 2002

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	Template & Supporting Documents on display at 5 locations: Administrative Office at 440 Turk Street, Section 8 Office at 1237 Van Ness Avenue, and at three district office locations: 90 Kiska Road, 2501 Sutter Street, and 1010 Webster Street.	

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List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document *Template & Supporting Documents on display at 5 locations: Administrative Office at 440 Turk Street, Section 8 Office at 1237 Van Ness Avenue, and at three district office locations: 90 Kiska Road, 2501 Sutter Street, and 1010 Webster Street.*	Applicable Plan Component
✓	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
✓	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
✓	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed (or is addressing) those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
✓	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
✓	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
✓	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
✓	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 *Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document *Template & Supporting Documents on display at 5 locations: Administrative Office at 440 Turk Street, Section 8 Office at 1237 Van Ness Avenue, and at three district office locations: 90 Kiska Road, 2501 Sutter Street, and 1010 Webster Street.*	Applicable Plan Component
✓	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development ☐ check here if included in the public housing A & O Policy	Annual Plan
✓	Section 8 rent determination (payment standard) policies ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
✓	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
✓	Public housing grievance procedures ☒ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
✓	Section 8 informal review and hearing procedures ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
✓	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year (2000 CFP & 2001 CFP)	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	
✓	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
✓	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
✓	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
✓	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	
✓	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document *Template & Supporting Documents on display at 5 locations: Administrative Office at 440 Turk Street, Section 8 Office at 1237 Van Ness Avenue, and at three district office locations: 90 Kiska Road, 2501 Sutter Street, and 1010 Webster Street.*	Applicable Plan Component
✓	Policies governing any Section 8 Homeownership program ☒ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
✓	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
✓	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
✓	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
✓	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
✓	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	
	Other supporting documents (optional) (list individually; use as many lines as necessary)	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income ≤ 30% of AMI	112,951	5	5	5	5	5	5
Income >30% but ≤50% of AMI	195,519	5	5	5	5	5	5

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Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income >50% but <80% of AMI	222,783	5	5	5	5	5	5
Elderly	180,719	5	5	5	5	5	5
Families with Disabilities	142,160	5	5	5	5	5	5
Race/ Ethnicity *Which one?*	364,330 Asian	5	5	5	5	5	5
Race/ Ethnicity *Which one?*	82,803 African America	5	5	5	5	5	5
Race/ Ethnicity *Which one?*	9,348 Native America	5	5	5	5	5	5
Race/ Ethnicity *Which one?*	223,250 Caucasian	5	5	5	5	5	5

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
  Indicate year: 2001
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
  Indicate year:
- ☐ Other housing market study
  Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List Public Housing

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Housing Needs of Families on the Waiting List Public Housing			
Waiting list type: (select one) ☐ Section 8 tenant-based assistance ☒ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families PH	% of total families PH	Annual Turnover (Average)
Waiting list total	17,939		295
Extremely low income <=30% AMI	17,939	100%	
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	8,942	49.8	
Elderly families	8,997		
Families with Disabilities	2,817		
Race/White	6,089		
Race/Black	5,217		
Race/ASN/PAC	6,361		
Race/NAT AM	233		
Race/NA			
Characteristics by Bedroom Size	PH	PH	PH (Average)
0BR	4,077	22.7	36
1BR	6,298	35.1	37
2 BR	4,996	27.8	145
3 BR	2,283	12.7	61
4 BR	274	1.6	12
5 BR	8	-	4
5+ BR	3	-	-
Is the waiting list closed (select one)? ☒ No ☐ Yes The PHA reserves the right to open and close the waiting list as necessary to maintain program functionality and consistency, with proper notification. If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes			

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Housing Needs of Families on the Waiting List Section 8			
Waiting list type: (select one) ☒ Section 8 tenant-based assistance ☐ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families Sec 8	Annual Turnover Sec 8
Waiting list total	30,334		
Extremely low income <=30% AMI	26,265	86.6	
Very low income (>30% but <=50% AMI)	3,298	10.9	
Low income (>50% but <80% AMI)	227	1.0	
Families with children	10,083	33.2	
Elderly families	6,495	21.4	
Families with Disabilities	8,755	28.9	
Race/White	9,103	30.0	
Race/Black	9,638	31.8	
Race/ ASN/ PAC	10,753	35.4	
Race/NAT AM	468	1.5	
Characteristics by Bedroom Size (Section 8 Only)			
0 BR			
1 BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? ☐ No ☒ Yes
If yes:
How long has it been closed (# of months)? 8 months, since 9/21/01
Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☒ Yes

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Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☒ Yes For PBV activity as indicated in Section B (2) (b) below.

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list IN THE UPCOMING YEAR, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☒ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☒ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☒ Other (list below)
  Use Section 8 Project Based Voucher Program assistance in conjunction with HOPE VI revitalization efforts to increase supply of housing units.

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed-finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.

☒ Other: (list below)
Development of more Public Housing (ex: Rosa Parks & infill Homeownership)
Use Section 8 Project Based Voucher Program assistance in conjunction with HOPE VI revitalization efforts to increase supply of housing units.
Utilize to fullest extent possible Section 8 Project Based Voucher Program.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
☐ Employ admissions preferences aimed at families with economic hardships
☒ Adopt rent policies to support and encourage work
☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

☐ Employ admissions preferences aimed at families who are working
☒ Adopt rent policies to support and encourage work
☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

☒ Seek designation of public housing for the elderly
☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
☒ Other: (list below)
Develop joint venture partnerships to fund elderly and disabled housing through grants such as Section 202, Section 818, etc.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

- ☒ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)
  Develop joint venture partnerships to fund elderly and disabled housing through grants such as Section 202, Section 818, etc.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:
Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community

- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. Federal Grants (FY 2002 Grants Not Yet Available)		
a) Public Housing Operating Fund	$28,595,275	
a) Public Housing Capital Fund (FFY2001)	$12,341,434	
b) HOPE VI Revitalization	$70,000,000	
c) HOPE VI Demolition	$13,000,000	
d) Annual Contributions for Section 8 Tenant-Based Assistance	$105,799,820	
e) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
f) Resident Opportunity and Self-Sufficiency Grants	$ 500,000	
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
Emergency Funding		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2000 CFP	$ 3,757,501	Modernization Activity
2001 CFP	$ 9,323,155	Modernization Activity

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Financial Resources: Planned Sources and Uses		
Sources	Planned $	Planned Uses
3. Public Housing Dwelling Rental Income		
May 1st 200? Rent Roll	$ 1,290,116	Public Housing Management & Maintenance Operations
4. **Other income** (list below)		
Mod Rehab	$ 8,425,484	
New Construction	$ 5,737,500	
Substantial Rehab	$ 2,782,976	
Pension Fund	$ 1,297,571	
5. **Non-federal sources** (list below)		
HOPWA (contract with SFRA)	$ 3,001,000	
Shelter Plus Care (contract with DHS)	$ 3,001,000	
Low Income Housing Tax Credit	$76,000,000	
Tax-Exempt Bonds	$11,000,000	
Private Mortgage	$37,000,000	
Donations, Grants, Partnerships	$20,000,000	
Local Funds	$ 6,000,000	
Total resources		

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

☐ When families are within a certain number of being offered a unit: (state number)
☐ When families are within a certain time of being offered a unit: (state time)
☒ Other: At time of Interview

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

☒ Criminal or Drug-related activity
☒ Rental history
☒ Housekeeping

☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
Through the San Francisco Police Department

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?
- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

   If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously?

   If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
   - ☐ PHA main administrative office
   - ☐ All PHA development management offices
   - ☐ Management offices at developments with site-based waiting lists

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☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
☒ One
☐ Two
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:
☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
☒ Emergencies
☒ Overhoused
☒ Underhoused
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☒ Other: (list below)
HOPE VI relocatees or permanently transferred households from HOPE VI sites

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

3 Date and Time

Former Federal preferences:

2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
2 Victims of domestic violence
2 Substandard housing
2 Homelessness
1 High rent burden

Other preferences (select all that apply)

1 Working families and those unable to work because of age or disability (applicants qualifying for elderly/disabled housing automatically receive this preference)
2 Veterans and veterans' families
1 Residents who live and/or work in the jurisdiction (homeless families automatically receive this preference)

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2 Those enrolled currently in educational, training, or upward mobility programs
Households that contribute to meeting income goals (broad range of incomes)
Households that contribute to meeting income requirements (targeting)
Those previously enrolled in educational, training, or upward mobility programs
Victims of reprisals or hate crimes
Participants of Welfare to Work Programs
Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:
   - ☐ The PHA applies preferences within income tiers
   - ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)
   - ☒ The PHA-resident lease
   - ☒ The PHA's Admissions and (Continued) Occupancy policy
   - ☒ PHA briefing seminars or written materials
   - ☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)
   - ☒ At an annual reexamination and lease renewal
   - ☒ Any time family composition changes
   - ☐ At family request for revision
   - ☐ Other (list)

(6) Deconcentration and Income Mixing

a. ☒ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☒ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)
   - ☐ Adoption of site-based waiting lists
     If selected, list targeted developments below:

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☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☒ Other (list policies and developments targeted below)
The working family and rent burden preferences are weighted highest to encourage a larger mix of families with employment-based income, and potentially higher rent payments, into family housing throughout the housing stock where the majority of residents are on some form of governmental assistance.

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ Additional affirmative marketing
☐ Actions to improve the marketability of certain developments
☐ Adoption or adjustment of ceiling rents for certain developments
☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
☐ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
☐ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.
Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☒ Other (Credit Check, Housekeeping, Rental History)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Criminal or drug-related activity
- ☒ Other (describe below)

Other lease violation issues, along with housekeeping habits, as reflected in participant's file. Note: this information is shared only when requested by landlord.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☐ None
- ☐ Federal public housing
- ☒ Federal moderate rehabilitation
- ☒ Federal project-based voucher program
- ☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- ☐ PHA main administrative office
- ☒ Other (list below)

Leased Housing Division, Administrative Office

Section 8 waitlist is currently closed except for owner referral on in-place tenants of Section 8 Project-Based Voucher Program projects to prevent displacement of the tenant due to the project-based activity and for owner referral of families for PBV

units after the SFHA has not made eligible referrals to the Owner for sixty (60) days after a vacancy occurs.

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:
PHA will grant additional 60-day extensions up to a cumulative maximum of 180 days.

(4) Admissions Preferences

a. Income targeting

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to sub-component **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness
- ☒ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes

☒ Other preference(s) (list below)
Participants of Welfare to Work Programs

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
1 Substandard housing
1 Homelessness
1 High rent burden

Other preferences (select all that apply)

Working families and those unable to work because of age or disability
3 2 Veterans and veterans' families
2 Residents who live and/or work in your jurisdiction
Those enrolled currently in educational, training, or upward mobility programs
4 Households that contribute to meeting income goals (broad range of incomes)
Households that contribute to meeting income requirements (targeting)
Those previously enrolled in educational, training, or upward mobility programs
Victims of reprisals or hate crimes
Other preference(s) (list below)
4 Welfare to Work Participants

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
☒ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)-NA
☒ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)
☐ The PHA applies preferences within income tiers

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☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☒ Other (list below)
Family handbooks

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

☒ Through published notices
☒ Other (list below)
Targeted notices to community supportive services organizations

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☐ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)
   - ☐ $0
   - ☒ $1-$25
   - ☐ $26-$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

A hardship exists in the following circumstances:

a. When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;

b. When the family would be evicted as a result of the imposition of the minimum rent requirement;

c. When the income of the family has decreased because of changed circumstances, including loss of employment;

d. When the family has an increase in expenses because of changed circumstance, for medical costs, childcare, transportation, education, or similar items;

e. When a death has occurred in the family.

c. Rents set at less than 30% of adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

Additional discretionary disallowance section

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (None)
   - ☒ For the earned income of a previously unemployed household member
   - ☒ For increases in earned income
   - ☐ Fixed amount (other than general rent-setting policy)

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If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
   ☐ Yes for all developments
   ☐ Yes but only for some developments
   ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

   ☐ For all developments
   ☐ For all general occupancy developments (not elderly or disabled or elderly only)
   ☐ For specified general occupancy developments
   ☐ For certain parts of developments; e.g., the high-rise portion
   ☐ For certain size units; e.g., larger bedroom sizes
   ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

   ☐ Market comparability study
   ☐ Fair market rents (FMR)
   ☐ 95th percentile rents
   ☐ 75 percent of operating costs
   ☐ 100 percent of operating costs for general occupancy (family) developments
   ☐ Operating costs plus debt service
   ☐ The "rental value" of the unit
   ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

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- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)
- ☐ When an 18yr old is added to the lease
- ☒ Other (list below)

At anytime there is a decrease in income

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
   - ☒ The Section 8 rent reasonableness study of comparable housing
   - ☒ Survey of rents listed in local newspaper
   - ☐ Survey of similar unassisted units in the neighborhood
   - ☒ Other (list/describe below)

     Rent reasonableness study of comparable housing, conducted by an independent contractor, in addition to the Section 8 study.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)
   - ☐ At or above 90% but below100% of FMR
   - ☒ 100% of FMR
   - ☐ Above 100% but at or below 110% of FMR
   - ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
The PHA has chosen to serve additional families by lowering the payment standard
Reflects market or submarket
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ Reflects market or submarket
☐ To increase housing options for families
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)
☒ Annually
☒ Other (list below)
Will be reviewed less than annually, if market conditions indicate changes in market rents.

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
☒ Success rates of assisted families
☒ Rent burdens of assisted families
☒ Other (list below)
Market rent in community, FMR comparison to market rent

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)
☐ $0
☒ $1-$25
☐ $26-$50

b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

A hardship exists in the following circumstances:

- When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State or local assistance program;

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- When the family would be evicted as a result of the imposition of the minimum rent requirement;
- When the income of the family has decreased because of changed circumstances, including loss of employment;
- When the family has an increase in expenses because of changed circumstance, for medical costs, childcare, transportation, education, or similar items;
- When a death has occurred in the family.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☒ An organization chart showing the PHA's management structure and organization is attached.

☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	6,258	500
Section 8 Vouchers	6,291	
Section 8 Certificates	130	
Section 8 Mod Rehab	1,144	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
• Homeless/Robert Wood Johnson	130	
• Aftercare Program	195	
• Earthquake Victims	291	

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▪ Geneva Towers Relocation ▪ Mainstream program ▪ 1915 (C) Program ▪ Veterans Affairs Supportive Housing (VASH) ▪ HOPE VI Relocation/ Replacement ▪ Conventional Public Housing Priority Transfers	321 75 54 31 412	
Public Housing Drug Elimination Program (PHDEP)		
Computer Learning and Education Centers		
Other Federal Programs (list individually) ▪ New Construction ▪ Substantial Rehabilitation ▪ AFL-CIO Pension Fund ▪ HOPWA ▪ Shelter Plus Care	 477 230 102 325 375	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

San Francisco Housing Authority Preventive Maintenance Program Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below: *N/A*

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
   - ☒ PHA main administrative office
   - ☒ PHA development management offices
   - ☐ Other (lis`t below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

   If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
   - ☒ PHA main administrative office
   - ☒ PHA development management offices
   - ☒ Other (list below)

     San Francisco Housing Authority
     Leased Housing Division
     1237 Van Ness Ave
     San Francisco, CA 94109

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (Attachment II)

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5-Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☒ Yes ☐ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b-1) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: **Hayes Valley**
2. Development (project) number: **CAL 1-18 (2)**
3. Status of grant: (select the statement that best describes the current status)

☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☒ Activities pursuant to an approved Revitalization Plan underway,
Completed and Occupied

b-2) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: **Bernal Dwellings**
2. Development (project) number: **CAL 1-5**
3. Status of grant: (select the statement that best describes the current status)

☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☒ Activities pursuant to an approved Revitalization Plan underway
Completed and Occupied

b-3) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: **Plaza East**
2. Development (project) number: **CAL 1-18 (2)**
3. Status of grant: (select the statement that best describes the current status) (See Attached)

☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☒ Activities pursuant to an approved Revitalization Plan underway
Complete and Occupied by June 2002

b-4) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: **North Beach**
2. Development (project) number: **CAL 1-11**
3. Status of grant: (select the statement that best describes the current status) (See Attached)

☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☒ Activities pursuant to an approved Revitalization Plan underway
Activities continuing according to Implementation Plan

b-5) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: **Valencia Gardens**
2. Development (project) number: **CAL 1-4**
3. Status of grant: (select the statement that best describes the current status) (See Attached)

☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☒ Activities pursuant to an approved Revitalization Plan underway,
Activities continuing according to Implementation Plan

☒ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:
Hunters View

☒ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below
Hunter's View

☒ Yes ☐ No: e) Will the PHA be conducting any other public housing (development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

SITES PROPOSED FOR REVITALIZATION
The following sites are severely distressed and require comprehensive revitalization. Over $200 million in Comprehensive Grant Program funds would be needed for capital improvement needs if funding through HOPE VI and leveraged financing is not made available.

Hunters View

Demolish and rebuild the site with a total of 442 mixed income units – 346 rental apartments (267 public housing and 79 tax credit) and 96 for sale homes. All 267 public housing units will be replaced and 175 new housing units will be added.

- 267 public housing rental (237 family and 30 senior)
- 50 senior apartments
- 29 market rate rental units
- 96 first-time homeowner units (50 at 40% to 60% median income, 46 at 60% to 80% median income) All 267 public housing units will be replaced and 175 new units will be added.

Proposed Federal sources of funds	$35,000,000
Proposed Non-Federal funds	$71,649,444
• Tax Exempt Bonds	$ 670,338
• Low Income Housing Tax Credits	$38,274,396
• Grants/Sweat Equity (Habitat Home)	$ 9,975,332
• Private Mortgage	$18,567,099
• Local	$ 2,979,259
• PHA	$ 1,183,020

Alice Griffith

Demolish and rebuild the site with a total of 406 mixed income units – 351 rental apartments (256 public housing and 95 tax credit) and 55 for sale homes. All 256 public housing units will be replaced and 150 new housing units will be added.

Proposed Federal sources of funds	$35,000,000
Proposed Non-Federal funds	$91,532,880
• Tax Exempt Bonds	$24,999,975
• Low Income Housing Tax Credits	$27,273,051
• Grants/Sweat Equity (Habitat Home)	$ 9,418,420
• Private Mortgage	$19,648,050
• Local	$ 9,025,000
• PHA	$ 1,168,384

Hunters Point

Demolish and rebuild the sites with a total of 330 mixed income units – 285 rental apartments (213 public housing and 72 tax credit) and 45 for sale homes. All 213 public housing units will be replaced and 117 new housing units will be added.

Proposed Federal sources of funds	$29,994,727
Proposed Non-Federal funds	$75,915,991
• Tax Exempt Bonds	$20,908,170

• Low Income Housing Tax Credits	$27,204,477
• Grants/Sweat Equity (Habitat Home)	$ 7,937,159
• Private Mortgage	$15,785,243
• Local	$ 3,079,646
• PHA	$ 1,001,296

Westbrook

Demolish and rebuild the site with a total of 376 mixed income units – 316 rental apartments (226 public housing and 90 tax credit) and 60 for sale homes. All 226 public housing units will be replaced and 150 new housing units will be added.

Proposed Federal sources of funds	$35,000,000
Proposed Non-Federal funds	$88,634,468
• Tax Exempt Bonds	$23,877,908
• Low Income Housing Tax Credits	$23,110,698
• Grants/Sweat Equity (Habitat Home)	$10,900,320
• Private Mortgage	$20,844,750
• Local	$ 8,806,500
• PHA	$ 1,094,292

Sunnydale

Substantially rehabilitate 618 units (700 less 82 completed), demolish 67 units and add infill housing for a total of 960 mixed income housing units – 816 rental apartments (767 public housing and 49 tax credit) and 144 for sale homes.

Proposed Federal sources of funds	$ 35,000,000
Proposed Non-Federal funds	$120,086,110
• Tax Exempt Bonds	$ 31,275,000
• Low Income Housing Tax Credits	$ 26,221,937
• Grants/Sweat Equity (Habitat Home)	$ 71,070,000
• Private Mortgage	$ 27,623,125
• Local	$ 4,938,514
• PHA	$ 3,081,966

Potrero Terrace

Substantially rehabilitate all existing units and add new housing for a total of 619 mixed income units – rental apartments (469 public housing and 93 tax credit) and 57 for sale homes. All 469 public housing units will be rehabilitated and 150 new housing units will be added.

Proposed Federal sources of funds	$34,807,024
Proposed Non-Federal funds	$87,261,328
• Tax Exempt Bonds	$27,142,352
• Low Income Housing Tax Credits	$14,956,441

- Grants/Sweat Equity (Habitat Home) $10,985,952
- Private Mortgage $22,113,000
- Local $ 9,654,330
- PHA $ 2,409,253

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description
   ☒ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: Plaza East 1b. Development (project) number: CAL 1-18 (2)
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☒ Demolition Submitted, pending approval ☒ Disposition Planned application ☐
4. Date application approved, submitted, or planned for submission: Demolition approved 9/96 – Disposition Pending 05/00
5. Number of units affected: 276 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 09/96 b. Projected end date of activity: 08/00

Demolition/Disposition Activity Description
1a. Development name: North Beach 1b. Development (project) number: CAL 1-11
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☒ Demolition Submitted, pending approval ☐ Disposition Planned application ☒ Disposition
4.Date application approved, submitted, or planned for submission: (DD/MM/YY) Demolition Approved 9/96 - Disposition supplementary info. Submitted 4/02
5. Number of units affected: 229 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: Start 9/96 b. Projected end date of activity: 9/04

Demolition/Disposition Activity Description
1a. Development name: Valencia Gardens 1b. Development (project) number: CAL 1-4
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☒ Planned application ☐
4. Date application approved, submitted, or planned for submission: Application submitted 4/16/02
5. Number of units affected: 246 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 9/03 b. Projected end date of activity: 3/04

Demolition/Disposition Activity Description
1a. Development name: Clementina Towers 1b. Development (project) number: CAL 1-21
2. Activity type: Demolition ☐ Disposition ☒ (Portion of site)
3. Application status (select one) Approved ☐ Submitted, pending approval ☒ Planned application ☐
4. Date application approved, submitted, or planned for submission: (DD/MM/YY) Application submitted 4/12/02
5. Number of units affected: 0 6. Coverage of action (select one) ☒ Part of the development (portion of site) ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 8/02 b. Projected end date of activity: 8/05

Demolition/Disposition Activity Description
1a. Development name: Rosa Parks 1b. Development (project) number: CAL1-18 (5)
2. Activity type: Demolition ☐ Disposition ☒ (Portion of site)
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: (DD/MM/YY) Planned Application 09/02
5. Number of units affected: 0 6. Coverage of action (select one) ☒ Part of the development (portion of site) ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 6/03 b. Projected end date of activity: 9/05

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Demolition/Disposition Activity Description
1a. Development name: Hunter's View 1b. Development (project) number: CAL 1-18 (3)
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/03
5. Number of units affected: 267 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/03 b. Projected end date of activity: 6/07

Demolition/Disposition Activity Description
1a. Development name: Alice Griffith 1b. Development (project) number: CAL 1-18 (4)
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/04
5. Number of units affected: 256 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/04 b. Projected end date of activity: 6/08

Demolition/Disposition Activity Description
1a. Development name: Hunter's Point 1b. Development (project) number: CAL1-17 (A)
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/05
5. Number of units affected: 213 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/05 b. Projected end date of activity: 6/09

Demolition/Disposition Activity Description
1a. Development name: Westbrook 1b. Development (project) number: CAL 1-9
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/06
5. Number of units affected: 226 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/06 b. Projected end date of activity: 6/10

Demolition/Disposition Activity Description
1a. Development name: Westside Courts 1b. Development (project) number: CAL 1-8
2. Activity type: Demolition ☒ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/07
5. Number of units affected: 137 6. Coverage of action (select one) ☐ Part of the development ☒ Total development 7. Timeline for activity: a. Actual or projected start date of activity: 12/07 b. Projected end date of activity: 12/11

Demolition/Disposition Activity Description
1a. Development name: Sunnydale 1b. Development (project) number: CAL 1-3
2. Activity type: Demolition ☒ 30 units Disposition ☒ Portion of Site
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/05
5. Number of units affected: 30 6. Coverage of action (select one) ☒ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/05 b. Projected end date of activity: 6/12

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Demolition/Disposition Activity Description
1a. Development name: Potrero Terrace 1b. Development (project) number: CAL 1-2
2. Activity type: Demolition ☐ Disposition ☒ Portion of Site
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 6/05
5. Number of units affected: 0 6. Coverage of action (select one) ☒ Part of the development (portion of site) ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 12/05 b. Projected end date of activity: 12/13

Demolition/Disposition Activity Description
1a. Development name: Woodside Gardens 1b. Development (project) number: CAL 1-18 (10)
2. Activity type: Demolition ☐ Disposition ☒ Portion of Site
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 6/07
5. Number of units affected: **0** 6. Coverage of action (select one) ☒ Part of the development (portion of site) ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 9/07 b. Projected end date of activity: 12/14

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Demolition/Disposition Activity Description
1a. Development name: 101 & 103 Lundy Lane 1b. Development (project) number: CAL 1-30
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/02
5. Number of units affected: 2 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 3/04 b. Projected end date of activity: 8/04

Demolition/Disposition Activity Description
1a. Development name: 75-77 Coleridge 1b. Development (project) number: CAL 1-29
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/02
5. Number of units affected: 2 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 3/04 b. Projected end date of activity: 8/04

Demolition/Disposition Activity Description
1a. Development name: 275 Thrift Street 1b. Development (project) number: CAL 1-33
2. Activity type: Demolition ☐ Disposition ☒
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☒
4. Date application approved, submitted, or planned for submission: 9/02
5. Number of units affected: 1 6. Coverage of action (select one) ☐ Part of the development ☒ Total development
7. Timeline for activity: a. Actual or projected start date of activity: 3/04 b. Projected end date of activity: 8/04

DEMOLITION AND DISPOSITION

Comprehensive revitalization is planned for old poorly configured sites with deteriorated structures and fundamental building construction and design problems. Disposition under ground lease agreements is planned for portions of low-density sites where development of additional public housing, affordable housing, and homeownership housing is feasible. In the recent past applications for demolition and disposition of two public housing sites with 437 units were approved. During the next five years, nine applications for disposition and/or demolition are planned involving approximately 1,128 existing public housing units with the potential for construction of 1,128 replacement public housing units and approximately 688 rental and homeownership housing units.

The most severely distressed sites with dangerous mid- and high-rise structures (Bernal Dwellings, Plaza East and Hayes Valley) were demolished and are being replaced with new housing that is both compatible with the surrounding neighborhoods and attractively designed with the safety and security of the residents in mind under the HOPE VI Program. While this process unavoidably resulted in a reduction of 228 dwelling units, only 78 bedrooms will be lost with the shift to larger family sized housing, a scarce resource in San Francisco. At the same time, through partnerships with locally-based developers, the SFHA has added 13 Section 8 project-based apartments at Bernal Gateway and is adding 85 Section 202 apartments for seniors at the Clementina Towers site. The SFHA plans to develop additional replacement public housing through disposition by ground lease of a portion of

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low-density public housing sites and on non-public housing sites in partnership with other housing developers.

The SFHA's two most recently designated HOPE VI sites, North Beach and Valencia Gardens, along with Hunters View, a recent HOPE VI application, are underutilized sites and provide opportunities for the development of apartments and homeownership opportunities for working families while improving distressed public housing. The plans allow us to reclaim and repair the blighted and abandoned sites within the existing vibrant neighborhoods with modernization, new construction and in-fill development. North Beach and Valencia Gardens will be reconfiguration and comprehensive revitalization to maintain the same 475 apartments for public housing residents while introducing an additional 173 moderate and market rate housing units (North Beach and Valencia Gardens). As mentioned above, the Section 8 Project Based Voucher (PBV) Program will be used in conjunction with HOPE VI revitalization efforts. North Beach has been conditionally approved for 119 units assisted under the Section 8 PBV Program. In addition, PBV assistance shall be made available at Valencia Gardens as well. This strategy creates both income diversity and addresses the acute shortage of housing for moderate income households in San Francisco. In addition, North Beach, surrounded by a thriving commercial district, offers unique economic opportunities.

Residents who occupy public housing that is proposed for demolition and disposition are all consulted during the planning process. Residents receive counseling and are all offered temporary relocation assistance and the first right to return to the new replacement housing, provided they remain tenants in good standing. Relocated residents are tracked during the relocation process and provided with community and support services during and after the relocation process.

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description
☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description
☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY)

☐ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

☐ Units addressed in a pending or approved demolition application (date submitted or approved:

☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)

☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)

☐ Requirements no longer applicable: vacancy rates are less than 10 percent

☐ Requirements no longer applicable: site now has less than 300 units

☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management

Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) ☐ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

   The SFHA plans to administer a Section 8 Homeownership program, subject to 24 CFR Part 982 final rule.

2. Program Description:

a. Size of Program

☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

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If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
- ☐ 26 - 50 participants
- ☒ 51 to 100 participants
- ☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☒ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 12/04/98

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☒ Jointly administer programs
- ☒ Partner to administer a HUD Welfare-to-Work voucher program
- ☒ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

In addition to the programs listed below, the SFHA has actively provided information, services, and assistance to encourage resident participation in voter registration and local and national elections.

(1) General

a. Self-Sufficiency Policies

Which, if any, of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☒ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or Section 8 participants or both)
Computer Centers				
1815 Egbert	30	Residents of Development	Development Office	Public Housing
1551 Newcomb	40	Residents of Development	Development Office	Public Housing
1792 15th Street	30	Residents of Development	Development Office	Public Housing
247 West Point	30	Residents of Development	Development Office	Public Housing
1120 Columbus	30	Residents of Development	Development Office	Public Housing
1111 Buchanan	30	Residents of Development	Development Office	Public Housing

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956 Ellsworth	30	Residents of Development	Development Office	Public Housing
310 Haight	30	Residents of Development	Development Office	Public Housing
838 Pacific	30	Residents of Development	Development Office	Public Housing
Other Programs				
SF Boys & Girls Club	80	Open Enrollment	Development Office	Public Housing
Operation Dream	200	Specific Criteria	S.F. Police Department	Public Housing Section 8
Parents on Patrol	10	Open Enrollment	Development Office	Public Housing
Jr. 49ers Football League	50	Specific Criteria	Development Office	Public Housing
Education & Career Development	260	All participants	FSS Program Office	Section 8
Computer Training			FSS Program Office	Section 8
Monthly Workshops			FSS Program Office	Section 8
Stress/Money/Parenting Management			FSS Program Office	Section 8
Career Clothing			FSS Program Office	Section 8
All Section 8 services are provided at the FSS program office at 1251 Turk Street, San Francisco, CA 94115				

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)

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Public Housing	0	0
Section 8	330	182

b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
   - ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
   - ☒ Informing residents of new policy on admission and reexamination
   - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
   - ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
   - ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
   - ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

   - ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments

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- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related c. .ne
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)
Hunter's View, Potrero Terrace/Potrero Annex, Sunnydale, Alice Griffith, Hunter's Point

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
   - ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
   - ☐ Crime Prevention Through Environmental Design
   - ☐ Activities targeted to at-risk youth, adults, or seniors
   - ☒ Volunteer Resident Patrol/Block Watchers Program
   - ☐ Other (describe below)

2. Which developments are most affected? (list below)
Hunter's View, Potrero Terrace/Potrero Annex, Sunnydale, Alice Griffith, Hunter's Point

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)
   Hunter's View, Potrero Terrace/Potrero Annex, Sunnydale, Alice Griffith, Hunter's Point

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment III)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See the attached Admissions & Occupancy Policy

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

For the PHA Civil Right Policy, see the attached Admissions & Occupancy Policy.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))? (If no, skip to component 17.)

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2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☒ Yes ☐ No: If there were any findings, do any remain unresolved?

   If yes, how many unresolved findings remain? 1

5. ☒ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?

   If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
   - ☐ Not applicable
   - ☒ Private management
   - ☐ Development-based accounting
   - ☐ Comprehensive stock assessment
   - ☐ Other: (list below)

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
   - ☒ Attached at Attachment **Attachment IV**
   - ☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
   - ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
   - ☒ The PHA changed portions of the PHA Plan in response to comments
     List changes below:
     see Attachments
   - ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

   a. Nomination of candidates for place on the ballot: (select all that apply)
      - ☐ Candidates were nominated by resident and assisted family organizations
      - ☐ Candidates could be nominated by any adult recipient of PHA assistance
      - ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
      - ☐ Other: (describe)
        Resident participation on the Resident Advisory Board was solicited at the first Citywide Residents Meeting. Tenant Association leaders were also asked to participate in the RAB process.

   b. Eligible candidates: (select one)
      - ☐ Any recipient of PHA assistance
      - ☐ Any head of household receiving PHA assistance
      - ☐ Any adult recipient of PHA assistance
      - ☐ Any adult member of a resident or assisted family organization
      - ☐ Other (list)

   c. Eligible voters: (select all that apply)
      - ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
      - ☐ Representatives of all PHA resident and assisted family organizations
      - ☐ Other (list)

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C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (San Francisco, California)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

   ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
   ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
   ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
   ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (Multifamily Development and a home ownership program)
   ☐ Other: (list below)

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Pursuant to notice PIH 99-51 (HA), SFHA will use the HUD criteria detailed in Section III (G) of the notice to define "Substantial Deviation" and "Significant Amendment or Modification". Specifically, a substantial deviation or significant amendment or modification, which requires public notice and comment, will be required if a change is made to the Plan, or any component thereof, related to the following:

- Changes to established Flat Rent amounts;
- Admissions Policies specifically related to the organization of the applicant waiting list;
- Deconcentration of poverty and income mixing in public housing;
- Additions of Non-Emergency work items (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the capital fund; or,
- Any change with regards to Demolition or Disposition, Designation, Homeownership programs or Conversion activities

Changes made to the Plan, or any component thereof, that do not relate to the above-mentioned issues will not be considered substantial or significant and will not require public notice and comment.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

Attachment I: Capital Fund Program is submitted along with Annual Plan

Attachment II: Section 8 Project-Based Voucher Program Attachment

Attachment III: Admissions and Continued Occupancy Policy

Attachment IV: Resident Advisory Board Recommendations

Attachment V: Public Comments

FINAL DRAFT

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ATTACHMENT IV

RESIDENT ADVISORY BOARD FY-2002 RECOMMENDATIONS

Our goal is to build more collaborative partnerships with other agencies that provide services to our residents/clients. Among other benefits, this will ensure that there will be no duplication of services to our clientele. Currently, there are 16,280 applicants on the SFHA public housing waiting list, with the turnover vacancy rate of 324. It is for this reason among others that the SFHA wants to close the public housing waiting list. Currently clients are constantly being resequenced (ranked) by the CCS system as new applicants are able to added to our list. Because of this resequencing, often times clients who have remained on the waiting list for several years, must continue to wait for long periods of time because they may be ranked lower than new applicants who meet federal preferences.

- Mr. Kitrell noted the fact that there did not seem to be very many 4 and 5 bedroom units available in public housing. Juan Monsanto replied that the demand in public housing was for 1 and 2 bedroom units and that most of the larger families required larger units were located in the Big 4 developments. Juan asked if the SFHA had Single Room Occupancy (SRO) units. Lawrence Andrews replied that Section 8 housing had SRO units, but that public housing did not.

- Resident (need to find out his name from sign in sheet) asked if this plan was a continuation of last year's plan. Naja Boyd responded that this plan would constitute the second year of the 2000-2005 Five-Year Plan. (The resident) asked if money from the previous year's Comp Grant would be carried forward if it was not used. Naja Boyd replied that funds are most often times re-allocated for other projects/activities. Needs are re-assessed and re-prioritized because of shortages in funding. For this year's Capital Fund Program, the SFHA might be working with total of $9-10 million. She told Mr. xx that rents and subsidies make up the SFHA's operating budget.

- Resident: Asked if money from the previous year's Comp Grant would be carried forward if it was not used.

- Jackie Sachs asked if the work scheduled to be done at her unit would be completed. Ms. Boyd replied that she didn't know if all the planned work would be completed, but that the emergency work would be. Ms. Sachs also expressed the concern that there was no elderly studio units represented on the chart. Ms. Boyd said that this would be added later.

Section 8 Families Chart

- At the present, 97% of families in public housing and Section 8 housing meet the criteria for 30% Area Median Income (AMI). As in public housing, the majority of demand is within the 1 or 2 bedroom unit range.

- Mr. Andrews stated that the Section 8 waiting list (for general applicants) has been closed since March 1998 and will probably be opening again before the end of 2001 for new applicants to apply. Ms. Ozan raised a question about the unit size for disabled individuals and if they could ever qualify to have more than a studio for one person. Mr. Andrews answered that the unit size of an individual could be bigger than a studio in order to accommodate necessary medical equipment, for example. Mr. Andrews replied to Mr. Kitrell's question by saying that HUD issues vouchers for Section 8 every year and that this year the SFHA received 500 vouchers. He also explained to Ms. Sachs that units where only one individual resides is reflected on the chart as a family. He further clarified that single, elderly individuals are considered elderly families. Also there is no difference between senior housing and disabled housing. They are one in the same. Section 8 has designated vouchers for senior/disabled households

- Mr. Kitrell asked whether or not a person who had been selected through the Section 8 lottery would be off the waiting list if the SFHA was missing their records. Mr. Andrews replied that the client would not be withdrawn as long as they still had their lottery selection letter with would state their ranking number (#1-10,000). Although the client's name might not appear in the CCS system, their name would still appear in the main lottery list/database. This way, the SFHA can verify an applicant's claim that they were selected from the Sect 1 8 ottery.

- SFHA would target families at or below 30% AM1 (however we are currently already exceeding this amount at almost 100%). Median income is calculated by and issued bi-annually by HUD. The city of San Francisco also has their own calculations of median income. For example, the median income for a family of 4 would be approximately $74,600. This would make the SFHA impose a maximum income allowable for a family of four at $26,000-28,000 (which would be 80% of the area median income).

- Several residents at the meeting posed questions about rent calculation. Ms. Boyd replied that the SFHA has had a policy in place regarding ceiling rent since 1994. She stated that a tenant's rent should never increase so much as to exceed the ceiling rent amount for that client's unit size. She provided a chart itemizing the ceiling rent amounts for the residents in attendance at the meeting.

- Ms. St. Jean asked whether or not a Section 8 resident who earned more money than they did previously would lose their assistance from the SFHA. Mr. Andrews answered that income limits are imposed on both Section 8 residents and Section 8 applicants. He said that there had to be a distinguishing of the two (applicants and current residents). He clarified that applicants who earn above the maximum allowable income will not be allowed into the program, but that current residents depending how high their income gets may be allowed to still receive assistance. The client's rent would be calculated and adjusted according to their increase in earned income, until it reached the maximum rent allowable for their unit size. After a particular client has been earning 'zero subsidies' for 6 months, then their assistance would be terminated. These clients are taken off the program because they are considered to be 'self sufficient'.

- Ms. Ozan and Ms. Sachs asked whether or not disabled residents would get kicked out if they were to suddenly receive a lot of money (winning the lottery for example). Mr. Andrews stated that lump sum increases that are added to any client's account (bank) would not be considered income unless the client actually draws money out of that account to use. As far as assets, only a certain percentage of their total amount/value is applied to their income.

- Changes are put in italicized text. Juan Monsanto stated that the criteria for entrance back to the HOPE VI sites for the relocation residents included looking at the client's criminal record, housekeeping, and current income. Ms. Ozan asked whether or not a current public housing applicant/resident could apply for a unit at the HOPE VI sites. Ms. Boyd answered that for current residents they could apply for a transfer at a HOPE VI site and be placed on a first-come-first-served basis. Generally, a public housing resident who applies for a transfer must take the first offer of housing that they get from the Eligibility Department and remain at the same development for 12 months. If they do not take their first offer of housing then they run the risk of being removed from the waiting list. Under special circumstances (such as the client having experienced incidents of domestic violence at the development location offered by Eligibility), the client can be offered housing at a different location.

Local Preferences

- Mr. Kitrell was concerned that the current residents trying to deal with drug problems should receive some assistance from the SFHA while they are in rehabilitation programs. Currently, these residents are fearful of losing their housing and their children. Ms. Boyd replied that the SFHA is currently in the development stages of creating a collaborative with the Gellani House. So far, the SFHA, DHS and Gellani House have met twice regarding the implementation of an 18 month drug rehabilitation

program for SFHA residents. In this pilot program, participants would not have to worry about their housing because Gellani House would take the entire family in for treatment. The participant's housing unit would be returned to the SFHA housing stock until such time that the participant is close to successful completion of the program (proposed 90-day window prior to program completion).

- Drug problem current residents with out fear of losing home or children.
- Meet with SFHA and DHS (meet twice already) regarding Rehabi ati
- Program 18 months
- Review plan to assist drug user

- Mr. Kitrell and Ms. Ozan noted that fairly recently, the SFHA and DHS did have a 6-month drug rehabilitation program where DHS would help the resident pay their rent and the SFPD would check the resident's unit, once a week.

- Larger families are located in the Big-4
  Single Room Occupancy?
  Section 8 has but not Public Housing.

- Is the money from Comp Grant carried forward if not used from the previous year?
- Capital Fund Program – might be 9-10 million this year.
- Programs previously approved may have to be reassessed, re-prioritized because of the shortage of funding.
- Rents and subsidies make up the operating budget.
- Will work be completed at JFK Tower?

<u>Single individuals are considered as families</u>

- Single/elderly individual would be considered an elderly family
- Missing Records: off waiting list
- Section 8 lottering raking 1-10,000 client would still have number ranking letter.
- Names cannot be removed from waiting list (Lottery)

- Target families at or below 30% AM1 but we are exceeding this amount at almost 100%
- Medical Income is issued bi-annually by HUD
  Family of 4 74,600
  Area Median 80% 26,00-28,000 (Which are "ceiling" amounts/maximum)
- **Resident Question:** About Rent Increase
  Naja W. Boyd: Should never increase to exceed ceiling rent for client's unit size. Policy in place – SFHA

Ceiling rent table for public housing

- Eliminates from Section 8
- Income limits
- Distinguish between applicant's participants
- HUD incentive to stay in public housing once they earn more money

- Section 8 income rent would be adjusted until it reaches maximum rent allowable for the unit size
- Zero subsidies for 6 months, then termination of assistance they are considered Social Security.
- Disabled get big money & do they get kicked out

<u>Participants:</u> **Lump sum increases that are added to their account (banks) won't be** income unless they draw money out of that account.

FINAL DRAFT

Rev: 6/7/02

ATTACHMENT V

WRITTEN PUBLIC COMMENTS

Applicant:
Look at assets and take a certain percent to apply to their income (should be noted in the strategy 1 – page 10).

- **Clarification:** Senior and disabled housing same thing.
- Section 8 has designated vouchers for senior/disabled households
- Clearly very diverse popular[illegible] in SFHA
- Aggressive efforts to translate materials, etc.

HOPE VI changes are put in italicized text

Criteria for HOPE VI relocation sites

- Criminal Records
- Good Housekeeping
- Income

- Can regular Public Housing apply for HOPE VI sites?
  Yes: Eventually SFHA wants to have site-based waiting list for October 2001

- Risk removal if not taking choice and not move based on for 12 months or if you can substantiate DV at a location that was offered. You have to stay for 12 months once you are in.
- Former Residents have first choice and all that are from the rest of the available slots; the Public Housing can go in 1st come 1st serve.

RESIDENT ADVISORY BOARD FY-2003 RECOMMENDATIONS

Admissions & Continued Occupancy/Section 8 Administrative Plan Sub-Committee

- Board members made no recommendations.

Capital Fund/Modernization/HOPE VI Sub-Committee

Comments on the San Francisco Housing Authority's PHA Annual Plan
By The Arc San Francisco, June 14, 2002:

Section 8

The San Francisco Housing Authority's Section 8 plan and process contains many excellent features to increase accessibility for people with disabilities. The Arc San Francisco applauds the efforts of The San Francisco Housing Authority to increase the accessibility of its programs. Some of the most outstanding positive features of the Section 8 plan include:

- The inclusion of disability as a category on the application for the Section 8 list and especially notable the inclusion of the type of disability (physical, mental, developmental) on the application form. This is very important in being able to identify people who need housing with specific accessibility or services as well as people who may qualify for special programs. The distinction made between mental and developmental disabilities is especially significant, but frequently overlooked, given the different needs and services available to the mental and developmental disability populations. Collecting information on both disability status and type of disability allows for data that can document the existence of obstacles to housing based on disability or type of disability – the first important step to overcoming these obstacles to fair housing.

- The inclusion of the category of "disabled family" which includes two or more people with disabilities who wish to live together as a "family" is also very positive. The category of "disabled family" encourages situations in which mutual peer support can be fostered and provides a viable option for decreasing isolation for many people with disabilities. This flexible definition of "family" sets a standard we wish would be emulated everywhere.

- The upper level administration of the Section 8 program have been very responsive to the needs of people with disabilities who have appealed to them for reasonable accommodations such as voucher extensions.

There are also some major oversights and omissions in The San Francisco Housing Authority 's Section 8 Plan that create obstacles for people with disabilities and create potential compliance issues with both fair housing laws and the local Consolidated Plan.

The greatest barrier to the use of the Section 8 vouchers in the tight rental market of San Francisco is the length of time from the submission of the Request for Lease Approval and the SFHA lease-up of the unit. In the past, as documented from

materials on the SFHA website the time between the submission of the RLA and the inspection of the unit was 3 to 4 days. The current plan being submitted states the time between RLA submission and inspection is **15 days**. After inspection, there is still the approval process bringing the time between submission of the RLA and lease-up to be between 3-4 weeks. The **3-4 week wait** between submission of the RLA and SFHA lease up causes the landlord to **lose up to thousands of dollars in rent** –creating an **extreme fiscal disincentive** for landlord to participate in the Section 8 program in San Francisco. The long length of time between submission of RLA and the lease up is additional hardship for voucher holders with disabilities who already have great difficulty finding units due to difficulties with both discrimination and lack of sufficient accessible units on the market. **It is strongly urged that the San Francisco Housing Authority reduce the time from submission for the RLA to lease up from 3-4 weeks to 3-4 days to reduce the fiscal disincentive for landlords and increase the utilization of vouchers.** In addition it is recommended that the San Francisco Housing Authority investigate the possibility of fiscal incentives for landlords of voucher holders in general or hard-to – place individuals and families in particular.

People with disabilities also face systemic barriers in accessing Section 8 and other San Francisco Housing Authority programs due to the lack of a consistent procedure for requesting and obtaining reasonable accommodations due to disability. The San Francisco Housing Authority **does not have a request for reasonable accommodations form** nor to the best of our knowledge a person responsible for coordinating reasonable accommodations. (Many other large public entities, such as universities, have ADA coordinators.) Section 1.3 of the annual plan states "Notifications of reexamination, inspection, appointment or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by a participant will include information about requesting a reasonable accommodation." Currently the waiting list applications, the eligibility appointment letters and notices of recertification **all do not include any information about either the right to reasonable accommodations or how to request reasonable accommodations.** Written requests for accommodations clearly covered by the ADA, such as the request for a sign language interpreter for a tenant who is deaf during certification and recertification for Section 8, were not answered either verbally or in writing. **The lack of notice of reasonable accommodations and means of implementing them cause people with disabilities to not have the reasonable accommodations that are required to be granted under both state and federal law.** The San Francisco's Comprehensive Affordability Strategy Committee's Accessibility Subcommittee has developed sample notice of reasonable accommodation and guidelines for implementing reasonable accommodations that were given out to all city funded housing providers. **It is strongly recommended that the San Francisco Housing Authority work with the CHAS accessibility subcommittee to develop a form for requesting reasonable accommodations and clear, consistent procedures for responses to requests and implementation of the accommodations.**

The San Francisco Housing Authority appears to lack consistent disability-based Fair Housing training for all of the staff, particularly the staff that meet directly meet with future and current tenants. The upper levels of the administration have been very responsive to the needs of people with disabilities and requests for reasonable accommodations. However, many of the people who directly meet with tenants and future tenants, although well meaning, seem unfamiliar with some types of disabilities, the types of reasonable accommodations needed, fair housing laws and in the case of some personnel even San Francisco Housing Authority's own policies on people with disabilities such as the definition of "disabled family". The City of San Francisco has in the past offered free training on Fair Housing and reasonable accommodations to city-funded housing providers. In addition, many non-profit disability advocacy organizations provide free or low –cost trainings on Fair Housing issues (such as the training led recently by AIDS legal referral) or on specific disability populations or disability related issues (such as education about people with developmental disabilities available free from The Arc San Francisco or hoarder /clutterer information available free from ILRC and the Mental Health Association.) The San Francisco Housing Authority interacts with many people with disabilities; approximately 25-30 % of the Section 8 waiting list is composed of people who have disclosed that they have disabilities. **It is strongly recommended that the San Francisco Housing Authority utilize the free and low-cost trainings available on Fair Housing, reasonable accommodations, people with disabilities populations and disability related issues. It is further recommended that the San Francisco Housing Authority work closely with the CHAS Accessibility Subcommittee to form a consistent plan for the training of all staff, particularly staff interacting with future and current tenants.** These training will result in greater efficiency, ease of employees in interacting with people with disabilities and create consistent levels of competence in disability-related areas without imposing a fiscal hardship upon the agency.

Currently, there is not a way of consistently recording and utilizing optional second party notification for notices, eligibility and recertification. Many tenants with cognitive or visual impairments may be unable to appropriately respond to a letter not due to lack of cooperation or interest but due to lack of ability to read the letter. Offering optional second party notification would greatly assist people who would have difficulty accessing the information in written format by could benefit from hearing about it from a social worker, advocate or other second party of choice. **It is recommended that the San Francisco Housing Authority develop a system of optional second party notification to both assist people who could benefit and obtain additional assistance from second parties in disseminating information.**

In the new plan for Section 8 Leased Housing, unlike the past practice, a person with mobility impairments (such a person who uses a wheelchair) residing in an inaccessible unit is not explicitly included as involuntary displaced. People with serious mobility impairments living in inaccessible units are virtually prisoners in their own homes, unable to leave or return home at will, effectively and involuntarily "displaced" from their communities. Policies which prioritize people so displaced due to

inaccessible units best enable those individuals to have equal opportunity to live, work and make meaningful contributions to the community. **It is strongly recommended that language be added which would specifically include people displaced due to inaccessible units as involuntarily displaced and thus qualifying for the waiting list preferance.**

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I. NONDISCRIMINATION AND ACCESSIBILITY

A. Compliance with Civil Rights Laws

1. It is the policy of the San Francisco Housing Authority to comply with all applicable laws relating to Civil Rights, including:

   a) Title VI of the Civil Rights Act of 1964 [24 CFR Part 1];

   b) Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988) [24 CFR Part 100];

   c) Executive Order 11063, Section 504 of the Rehabilitation Act of 1973 [24 CFR Part 8];

   d) The Age Discrimination Act of 1975 [24 CFR Part 146];

   e) Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair Housing Amendments govern). **[Title II deals with common areas and public space, not living units]**;

   f) Any applicable State laws or local ordinances; and

   g) Any legislation protecting the individual rights of tenants, applicants, or staff that may subsequently be enacted.

2. The San Francisco Housing Authority shall not discriminate because of race, color, national origin, sex, religion, familial status, or disability in the leasing, rental, or other disposition of housing or related facilities, including land, that is part of any development or developments under the San Francisco Housing Authority's jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended, or in the use or occupancy thereof. [1] [24 CFR 100.5].

3. The San Francisco Housing Authority shall not, on account of race, color, national origin, sex, religion, familial status, or disability:

   a) Deny any family the opportunity to apply for housing, nor deny any qualified applicant the opportunity to lease housing suitable to its needs;

   b) Provide housing which is different from that provided others [2]

   c) Subject a person to segregation or disparate treatment;

   d) Restrict a person's access to any benefit enjoyed by others in connection with the housing program;

---

[1] Under the Housing and Community Development Act of 1992, SFHA is permitted to designate occupancy of certain developments for older persons (including elderly people with disabilities).

[2] SFHA is required to provide persons with disabilities with housing that is appropriate for their needs. This accessible or adaptable housing, although different from that provided to others, enables persons with disabilities to participate in the public housing program.

e) Treat a person differently in determining eligibility or other requirements for admission; [3]

f) Deny a person access to the same level of services; [4] or

g) Deny a person the opportunity to participate in a planning or advisory group, which is an integral part of the housing program.

4. The San Francisco Housing Authority shall not automatically deny admission to a particular group or category of otherwise qualified applicants (e.g., families with children born to unmarried parents, elderly families with pets, or families with members who have eligible immigration status). Each applicant in a particular group or category must be treated on an individual basis in the normal processing routine [24 CFR 960.205].

5. The San Francisco Housing Authority will not permit these policies to be subverted for personal or political favors. The San Francisco Housing Authority will not offer units in an order different from that prescribed by this policy, since doing so violates the policy, federal law and the civil rights of the other families on the waiting list [24 CFR 960.204(a)(3)(ii)].

B. Addressing Barriers to Equal Housing Opportunities

1. The San Francisco Housing Authority will identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504, and the Fair Housing Amendments Act of 1988, the San Francisco Housing Authority will relocate a resident with a disability to a unit with necessary accommodations. If there is no accessible unit available, SFHA will make structural modifications to its housing and non-housing facilities [24 CFR 8.21, 8.23, 8.24, and 8.25] and make reasonable accommodations [24 CFR 100.204], or combinations of the structural modifications and reasonable accommodations, to permit persons with disabilities to take full advantage of the housing program.

2. In making reasonable accommodations or structural modifications to existing housing programs [24 CFR 8.24] or in carrying out other alterations [24 CFR 8.23 (b)] for otherwise qualified persons with disabilities, the San Francisco Housing Authority is not required to:

a) Make each of its existing facilities accessible [24 CFR 8.24 (a) (1)]; or make structural alterations when other methods can be demonstrated to achieve the same effect [24 CFR 8.24 (b)];

b) Make structural alterations that require the removal or altering of a load-bearing structural member [24 CFR 8.32 (c)];

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[3] Except that SFHA is obliged to offer reasonable accommodations to applicants with disabilities. This will not affect SFHA's screening or eligibility standards, but might require SFHA to revise its procedures or practices in carrying out those standards.

[4] This requirement applies to services provided by the San Francisco Housing Authority and by delegate agencies that operate on SFHA property. Thus, a health-screening program offered by the local health department in a SFHA community room must be fully accessible to persons with disabilities.

c) Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level [24 CFR 8.26];

d) Take any action that would result in a fundamental alteration in the nature of the program [24 CFR 8.24 (a) (2)]; and

e) Take any action that would result in an undue financial and administrative burden on the Authority [24 CFR 8.24 (a) (2)]. This is not applicable to housing undergoing substantial alteration.

f) When the San Francisco Housing Authority is making substantial alterations (in developments with 15+ units, work whose value exceeds 75% of the replacement cost of the facility) to an existing housing facility [24 CFR 8.23] the San Francisco Housing Authority is not required to:

(1) Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level [24 CFR 8.26];

(2) Make structural alterations that require the removal or altering of a load-bearing structural member [24 CFR 8.32 (c)]; and

(3) Make structural alterations to meet minimum accessibility requirements where it is structurally impracticable. Structural impracticability is defined as: Changes having little likelihood of being accomplished without removing or altering a load-bearing structural member and/or incurring an increased cost of 50% or more of the value of the element of the building or facility involved [24 CFR 8.32 (c) and 40, Uniform Federal Accessibility Standards, 3.5 and 4.1.6(3)].

C. Office, Facility, and Program Accessibility

1. SFHA offices, facilities and programs used by residents must be accessible to residents with a full range of disabilities. If offices, facilities and programs are not accessible (and located on accessible routes), some will be made so, subject to the undue financial and administrative burden test. As an alternative, when comparable facilities or programs exist in accessible and non-accessible formats, the San Francisco Housing Authority may provide accessible transportation to the accessible facility to permit participation in the program [24 CFR 8.20 and 8.21].

2. Documents intended for use by applicants and residents will be made available in formats accessible for those who have vision or hearing disabilities. For applicants or residents who have limited reading skills, staff will read and explain documents that are normally handed out to be read or completed [24 CFR 8.6].

3. At the point of initial contact, the San Francisco Housing Authority staff will ask all applicants whether they need some form of communication other than plain language paperwork. Alternative forms of communication might include: sign language interpretation, having materials explained orally by staff, either in person or by phone, large type materials, information on tape, and having someone (friend, relative or advocate) accompany the applicant to receive, interpret and explain housing materials [24 CFR 8.6].

4. Staff will be trained to provide examples, verbally and in written format, of complicated concepts such as eligibility, rent computation, applicant screening, reasonable accommodations, and lease compliance to enable applicants with learning or cognitive disabilities to understand as much as possible [24 CFR 8.6].

5. *Whenever feasible,* the San Francisco Housing Authority will prepare the following information in clearly written and accessible formats:

   a) Marketing and informational materials
   b) Information about the application process
   c) *Critical forms,* form letters, and legal notices to applicants and residents
   d) General statement about reasonable accommodation
   e) Orientation materials for new residents
   f) The lease and house rules (if any)
   g) Guidance or instructions about care of the housing unit
   h) Information about opening, updating or closing the waiting list
   i) All information related to applicant's rights (to informal hearings, etc.)

D. Providing Information in Languages Other than English

1. *Whenever feasible*, and whenever dictated by significant population concentrations of persons speaking other languages, the above mentioned materials and messages will also be made available in other languages. [5]

2. Applicants and residents with low English comprehension may furnish an interpreter to assist in communications with SFHA offices or programs. **The San Francisco Housing Authority is not required to pay the costs associated with having a foreign language interpreter** [24 CFR 8.6].

E. Marketing and Informational Materials

1. The San Francisco Housing Authority will conduct outreach activities as needed to maintain an adequate application pool representative of the eligible population in the area. Outreach efforts are determined by the vacancy level at SFHA sites, availability of units through turnover, and waiting list characteristics. The San Francisco Housing Authority will periodically assess these factors in order to determine the need for and scope of any marketing efforts.

2. Marketing and informational materials will be subject to the following:

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[5] 24 CFR 5.502 requires that any notice or document relative to citizen or eligible immigration status, where feasible, be provided to an applicant or tenant in a language that is understood by the individual if the individual is not proficient in English.

a) All marketing materials must comply with Fair Housing Act requirements with respect to wording, logo, size of type, etc. [24 CFR 110];

b) Marketing will describe the housing units, application process, waiting list and preference structure accurately;

c) Marketing materials will make clear who is eligible: low income individuals, families who may be elderly and or have a disability, and families eligible because of mixed income requirements;

d) Marketing will be written in simple, clear language and will use more than strictly English-language print media;

e) Marketing materials will clearly describe the San Francisco Housing Authority's responsibility to provide reasonable accommodations or modifications to people with disabilities; and

f) An effort will be made to target all agencies that serve and advocate for potentially qualified applicants (e.g. applicants with disabilities, to ensure that accessible/adaptable units are used by people who can best take advantage of their features).

II. ELIGIBILITY FOR ADMISSION

A. Qualification for Admission

1. The San Francisco Housing Authority will admit only qualified applicants[6]. SFHA's housing will not be housing of last resort.

2. An applicant (individual or family) is qualified by meeting all of the following criteria:

a) Is a family as defined in Section XIV of this policy [24 CFR 5.403];

b) Heads a household in which at least one member declares either citizenship or verifiable eligible immigration status. [24 CFR 200, and Subtitle G; Sec. 592 of the "Quality Housing and Work Responsibility Act of 1998" herein called "QHWRA"]; See the SFHA policy on *Restrictions on Housing Assistance to Non-Citizens,* (Appendix A).

c) Has an Annual Income at the time of admission that does not exceed the income limits for occupancy established by the Department of Housing and Urban Development [24 CFR 5.405(a)].

d) Provides a Social Security number for each family member age 6 years or older, or certifies that a household member does not have a Social Security number [24 CFR Part 5];

e) Meets or exceeds the Applicant Screening Criteria set forth in Section III, Paragraph D of this document, including attending and successfully completing a SFHA-approved orientation class [24 CFR 960.205].

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[6] The term "qualified" refers to applicants who are eligible and able to meet the applicant selection standards. This term is taken from **24 CFR 8.3** "Definition of qualified individual with disabilities."

B. Ineligibility for Admission and Placement on the Waiting List

1. No applicant may use a SFHA public housing address unless they are on the public housing lease for that unit.

2. Persons are ineligible for admission into the SFHA public housing program if the applicant owes any back rent, utilities, or damages to the SFHA under the public housing or Section 8 program, or any other Housing Authority or Section 8 program.

3. Under the policy for *Screening and Eviction for Drug and Other Criminal Activity* of this document (see Section V) [QHWRA; Sec. 576], persons are ineligible for housing assistance for any of the following:

   a) Any member of an applicant household who has been evicted from public housing or a Section 8 unit because of drug-related criminal activity within three years of the eviction date is ineligible unless the evicted tenant successfully completes a rehabilitation program approved by the San Francisco Housing Authority (which shall include a waiver of this subsection if the circumstances leading to eviction no longer exist) [QHWRA; Sec. 576(a)];

   b) If the SFHA determines that an applicant or any member of the applicant's household is or was, during a reasonable time prior to the date when the applicant household would otherwise be selected for admission, engaged in any drug-related criminal activity, violent criminal activity, or other criminal activity which would adversely affect the health, safety, or right to peaceful enjoyment of the premises by other resident the SFHA shall:

      1) Deny such applicant admission to the program or to federally assisted housing; and

      2) After the expiration of the reasonable period beginning upon such activity, require the applicant, as a condition of admission to the program or federally assisted housing, to submit to the SFHA evidence sufficient (as provided by regulation) to ensure that the individual or individuals in the household who engaged in criminal activity for which denial was made, have not engaged in any criminal activity during such reasonable period. [QHWRA; Subtitle F; Sec. 576(c)]

      For the purpose of reviewing police records for histories of criminal activity, the Authority will consider ten (10) years prior to an admissions determination, a reasonable period of time to check convictions and patterns of criminal activity.

      Drug-related criminal activity is defined as "the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance...." [42 USC 1437d]

   c) The Authority determines any member of an applicant household is illegally using a controlled substance; or

d) The Authority determines that there is reasonable cause to believe that such member's illegal use (or pattern of illegal use) of a controlled substance, or abuse (or pattern of abuse) of alcohol may interfere with the health, safety, or right to peaceful enjoyment of SFHA property by residents and employees.

5. At the time of initial intake, applicants will be asked to verify that the above items do not apply to their application.

6. Not withstanding any other provision of law, no individual shall be considered a person with disabilities, for the purposes of eligibility for low-income housing, solely on the basis of any drug or alcohol dependence. [QHWRA; Subtitle A; Sec. 506(3)]

7. Not withstanding any other provision of law, the SFHA shall prohibit admission to all federally assisted housing to any applicant household that includes any individual who is subject to a lifetime registration requirement under a State sex offender registration program. [QHWRA; Subtitle F; Sec. 578(a)]

8. The SFHA shall permanently deny admission to all federally assisted housing, any applicant or household member who has been convicted of manufacturing or producing methamphetamine (commonly referred to as speed) ***on the premises of federally-assisted housing***. [Sec. 16; subsection(f) of the USHA as amended by Sec. 428 of the FY 1999 Appropriations Act]

C. Consideration of Rehabilitation

1. When making determinations concerning applicant eligibility, SFHA may consider whether the applicant household member in question can demonstrate that:

   a) They have successfully completed a supervised drug or alcohol rehabilitation program, are no longer engaging in illegal use of a controlled substance or abuse of alcohol, and have been "clean and sober" for a period of no less than twelve (12) months; or

   b) They have been otherwise rehabilitated successfully, are no longer engaging in illegal use of a controlled substance or abuse of alcohol, and have been "clean and sober" for a period of no less than twelve (12) months.

2. The San Francisco Housing Authority may make inquiries to a drug abuse treatment facility that are solely related to whether the applicant household member in question is currently engaging in the illegal use of a controlled substance in cases where:

   a) The Authority receives information from the criminal record of the applicant that indicates evidence of a prior arrest or conviction; or

   b) The Authority receives information from the records of prior tenancy of the applicant that demonstrates that the applicant engaged in the destruction of property; engaged in violent activity against another person; or interfered with the right of peaceful enjoyment of the premises of another tenant. [QHWRA; Subtitle F; Sec. 575 (u)(1);3(B)(I)(II)]

3. For persons who previously have been evicted from public housing for drug-related criminal activity, they must provide the SFHA with verifiable evidence that the circumstances leading to the eviction no longer exist. [42 USC 1437d]

D. Confidentiality

The San Francisco Housing Authority, as part of its applicant screening process, requires criminal background report information on all adult household members, credit reports, and evictions records in addition to any and all other inquiries it deems essential to determining the suitability of each applicant household for admission or continued occupancy. The Authority will use this information only for the purposes of eligibility determination and such information will not be disclosed to any person who is not an officer, employee, or authorized representative of the agency and who has a job-related need to have access to the information in connection with admission of applicants, eviction of tenants, or termination of assistance. For judicial eviction proceedings, disclosures may be made to the extent necessary to present the case.

E. Penalty

Any person who knowingly and willfully requests or obtains any information concerning an applicant for, or tenant of, covered housing assistance pursuant to the authority under this subsection under false pretenses, or any person who knowingly and willfully discloses any such information in any manner to any individual not entitled under any law to receive it, shall be guilty of a misdemeanor and fined not more than $5,000. The term 'person', as used in this paragraph, includes an officer, employee, or authorized representative of the San Francisco Housing Authority.

F. Civil Action

Any applicant for, or tenant of, any covered housing assistance affected by (A) a negligent or knowing disclosure of information referred to in this subsection about such person by an officer, employee, or authorized representative of the San Francisco Housing Authority, which disclosure is not authorized by this subsection, or (B) any other negligent or knowing action that is inconsistent with this subsection, may bring a civil action for damages and other such relief as may be appropriate against the SFHA for such unauthorized action. The San Francisco District Court of the United States, if the affected applicant or resident resides in said district shall have jurisdiction in such matters. Appropriate relief that may be ordered includes reasonable attorney's fees and other litigation costs. [QHWRA, Sec. 575(C)(5)(6)(7)]

III. PROCESSING OF APPLICATIONS

A. Registration (Pre-Application) Process

SFHA accepts and processes all applications in accordance with applicable HUD Regulations.

1. SFHA registrations shall be available throughout the San Francisco community at the following locations:

a) 440 Turk Street

b) All property management offices

c) Lease Housing Division, 1237 Van Ness Avenue

The registration forms must be returned to the address listed on the registration form. Registration forms will not be accepted at any other locations.

a) Registrations will be date/time stamped upon receipt.

b) Eligibility staff will enter registrations into computer system.

2. The registration process shall ask sufficient information to allow selection according to the Tenant Selection and Assignment Plan.

a) All preferences with point values will be included.

3. SFHA staff shall accept all registrations even if an informal discussion reveals the applicant may not be eligible.

a) Families will not be discouraged from registering or be rejected based on "apparent ineligibility."

b) Registrations will be accepted from persons who do not live or work in the City/County of San Francisco.

c) A public housing family may contain family members who wish to apply for public housing as a separate family. These registrations shall be accepted.

4. Monthly, the eligibility staff will mail an eligibility letter to all applicants who registered that month and who appear to be eligible.

a) Notation made in computer field of original date of registration, and that eligibility letter generated.

5. Monthly, the eligibility staff will mail an ineligibility letter to all applicants who registered that month and who appear to be ineligible.

a) Notation will be made in computer field of original date of registration, and that ineligibility letter generated.

b) SFHA staff to input into computer specific reason(s) for determination of ineligibility.

Letter shall include specific reason(s) for ineligibility and applicant's right to dispute SFHA's determination.

B. Waiting List Management

1. The Authority's waiting list is administered according to HUD regulations and any applicable court orders. Applicants are placed on the waiting list by bedroom size, by date and time of application and any applicable preferences.

2. SFHA will update the waiting list at least once a year by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by telephone or mail. At the time of initial intake, SFHA will advise families of their responsibility to notify the SFHA when their circumstances, mailing address or phone numbers change.

3. Opening and closing waiting lists:

   a) SFHA, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. SFHA may elect to: close a waiting list completely; close a list during certain times of the year; or restrict intake by preference (including income in a mixed income property), type of project, by bedroom size, or type of dwelling unit.

   b) Decisions about closing the waiting list will be based on the number of applications available for a particular size or type of unit, the number of applicants who qualify for a preference, and the ability of SFHA to house an applicant in an appropriate unit within a twelve-month period. SFHA will publicly announce any decision to close a waiting list, restrict intake, or re-open a waiting list.

   c) During the period when the waiting list is closed, SFHA will not maintain a list of individuals who wish to be notified when the waiting list is reopened.

4. Change in preference status while on the waiting list

   a) Applicants are responsible for contacting SFHA when the family experiences a change in the circumstances that qualifies applicants for a housing preference. Upon such notification, SFHA will review the family's preference status and adjust their position on the waiting list accordingly.

   b) SFHA will inform applicants in writing of how the change in status has affected the family's place on the waiting list.

5. Applicants must notify SFHA of any change in address.

   If applicants fail to respond to any SFHA correspondence, or if any mail sent from SFHA to the applicant is returned undelivered, the SFHA will mail the correspondence by certified mail, and will document the file.

   If there is no response to the certified correspondence, or if the correspondence is returned to the SFHA, the applicant will be dropped from the waiting list. *Reinstatement to the waiting list will be considered if:*

   a) the applicant contacts the SFHA within 6 months of the date of withdrawal from the waitlist and requests to be reinstated; and,

   b) the applicant can provide "good cause" for the lack of response to SFHA correspondence (moving to a new address is not a "good cause" unless the applicant can demonstrate that SFHA was notified); and,

   c) the applicant can provide documentation to support the "good cause".

If the head of household on the application has removed himself/herself from the household due to domestic violence, the SFHA will consider this a "good cause" for not responding to correspondence. The head of household must provide documentation (i.e., restraining orders, court orders, a letter from a domestic violence shelter or caseworker) to verify the domestic violence circumstances.

SFHA will consider reasonable accommodation for persons with disabilities, serious medical conditions, or emergencies on a case-by-case basis.

C. *Household Splits*

If a household on the waiting list splits into two otherwise eligible families due to divorce, legal separation, or as the result of domestic violence, and the new households both claim rights to the application status on the waiting list, the SFHA will make a determination as to which household has rights to the application based on the following priorities:

1. *Which household member applied as the head of household.*
2. *Which family unit retains the children or any disabled or elderly family member(s).*
3. *Restrictions that were in place at the time the household registered for public housing.*
4. *Role of domestic violence in the split.*
5. *Recommendations of social service agencies or qualified professionals, such as the children's protective services.*

Documentation of these factors is the responsibility of the applicant households. If either, or both, of the households do not provide documentation, they may be denied placement o the waiting list for failure to supply information requested by the SFHA. If the household that does not retain the rights to the application so desires, the head of household of that household may register as a separate household. The new registration will be dated as of the new registration date, not that of the original registration.

In cases where domestic violence plays a role, the standard used for verification will be the same as that required for the "displaced due to domestic violence" preference.

D. *Joint Custody*

Children who are subject to a joint custody agreement, but who live with one parent at least 51% of the time, will be considered members of that household. When both parents are on the waiting list, and both are trying to claim the child, the parent whose address is listed on the school records, or who is receiving monetary aid from DHS, will be allowed to claim the child as a dependent. This child will be factored into the bedroom size calculation.

For the parent who cannot claim the child as a dependent, even if the joint custody agreement awards her or him 49% of the child's time in the household, s/he is not entitled to claim the child as a dependent and the child will not be used to calculate bedroom size.

IV. FACTORS AFFECTING THE OFFERING PROCESS

Certain factors, such as bedroom size, accessible features, and unit designation, affect the "matching" of a qualified applicant family to a housing unit, and thereby influence offers of housing.

A. Bedroom Size and Unit Standards

The San Francisco Housing Authority will house applicants and residents according to their appropriate bedroom size. Households are matched to units according to family size, the minimum and maximum persons allowable per unit, and general occupancy standards with discretion permitted to accommodate family circumstances and family choice.

1. The SFHA has established a minimum and maximum number of persons allowable per unit using the standards highlighted in the table below. In using this table, the living room or dining room will not be used as a bedroom.

Minimum-Number-of-Persons-Per-Unit Standard

Number of Bedrooms	Max Persons/Unit	Min Persons/Unit
0BR	1	1
1BR	2	1
2BR	4	2
3BR	6	3
4BR	8	6
5BR	10	8
6BR	12	10

2. SFHA has two categories of occupancy standards, which will be used when determining the appropriate bedroom size for a household: standards that cannot be modified and standards that may be modified.

   a) The following standards cannot be modified, unless it is a case of reasonable accommodation for a person with disabilities or at the discretion of the Executive Director or designee.

      (1) Two children of the same sex, regardless of age, will be required to occupy the same bedroom;

(2) A live-in attendant ***may*** be assigned a bedroom;

(3) An unborn child shall be ***considered*** as a person in determining unit size. A single pregnant woman shall be assigned to a one-bedroom unit;

(4) Children who are temporarily away from the home because of placement in foster care, kinship care or away at school will be considered in bedroom size;

(5) Housing assistance limitation for single persons: A single person who is not elderly, or a person with a disability, or a displaced person (a person that becomes homeless as the result of a federally declared natural disaster), or the remaining member of a resident's family, will not be provided a housing unit with two or more bedrooms. [24 CFR 5.405(c)]

(6) A displaced person (as defined in 24 CFR 5.403) may occupy a unit with two or more bedrooms if zero- to one-bedroom units are not available at the time of the displacement designation. **However, upon recertification, a displaced person is subject to unit standards and will be housed in a unit according to the appropriate bedroom size;**

(7) A remaining family member may occupy a unit with two or more bedrooms if the unit in which they reside is larger than a one-bedroom unit. However, upon recertification, the remaining family member is subject to the unit size standards and will be housed in a unit according to the appropriate bedroom size.

b) To expedite an offer of housing, the following standards may be modified at the request of the family:

(1) Persons of different generations (parent, child, grandparent) or opposite sex (other than husband and wife) may occupy the same bedroom.

(2) Two children of the opposite sex may share a bedroom

(3) A single head of household parent may share a bedroom with his/her children.

(4) Any requests by the family must be in writing and will be documented in their applicant/housing file.

3. Under these unit standards, applicant households may be eligible for more than one bedroom size. In such instances, the family may be placed on waitlists for both bedroom sizes. For example: A mother with an infant chooses a one-bedroom unit over a two-bedroom unit to be housed quicker. At any time during the Admissions process, an applicant may remove their request to modify occupancy standards to be housed in a smaller unit. This action will not be considered a refusal of housing.

4. For purposes of construction or rehabilitation of units, the unit bedroom size distribution will be based on the bedroom size demand from the waiting list, census tract information regarding the average size of low income families, the current SFHA population (including relocatees), budgetary and spatial limitations.

B. Accessible Units

Refer to Section V, Part C.

C. Designated Units

1. Listed below are four types of designated units. When such matching is required or permitted by law, SFHA will give preference to the families described below:

   a) Units Designated for Elderly Families [7] [24 CFR 945.201, 945.105, 945.203, and 945.303] — in accordance with the 1992 Housing Act, elderly families will receive a preference for admission to such units or buildings covered by an approved Allocation Plan.

   b) Units Designated for Families with Disabilities [8] [24 CFR 945.105, 945.201, 945.203, 945.205, and 945.303] — in accordance with the 1992 Housing Act, disabled families will receive a preference for admission to units that are covered by an approved Allocation Plan;

   c) Mixed Population Units [9] [24 CFR 945.105 and 960.401, 960.403, 960.405, 960.407 and 24 CFR 960.405] — in accordance with the 1992 Housing Act, elderly families and families with disabilities will receive equal preference for admission to these units. No limit will be established on the number of elderly versus the number of families with disabilities that may occupy a mixed population property;

   d) Mixed Income Units – units designated for families whose income is between 40 to 80 percent of the San Francisco metropolitan area median income [24 CFR 5.410(e) and 24 CFR 5.415(b)(1)].

D. Income Targeting

The SFHA shall ensure that at least 40% of its new admissions each fiscal year are to families whose incomes at the time of initial occupancy do not exceed 30% of the San Francisco area median income (AMI).

E. Deconcentration

The SFHA's local preferences are designed to provide for deconcentration of poverty and income mixing by bringing working families into public housing developments. The SFHA's

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[7] **Elderly Family** means a family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

[8] **Disabled Family** means a family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

[9] A **mixed population project** is a property (or portion of a property) that was: reserved for elderly and disabled families at its inception and has retained that character; or the SFHA obtained HUD approval to give preference in tenant selection to elderly and disabled families **[24 CFR 960.405]**. These were formerly known as elderly projects.

deconcentration analysis is fully described in the PHA Plan. The SFHA will not skip names on the waiting list to promote deconcentration.

F. Local Housing Preferences

1. Section 514 of the "Quality Housing and Work Responsibility Act of 1998" (QHWRA) permanently repealed the "Federal Preferences" (Involuntary Displacement, Substandard Housing, and Paying More Than 50% Towards Rent). In response to public hearings conducted in the development of this Admissions and Continued Occupancy Policy, the SFHA has adopted the old "Federal Preferences" as "Local" preferences. In order to be consistent with HUD's mandate to diversify the income levels within public housing developments, the SFHA has adopted a local preferences giving priority to working families [QHWRA; Sec. 514]. The criteria for the local preferences shall be reasonably related to attaining, to the maximum extent feasible, a tenant population in each development that is composed of families with a broad range of incomes. The Authority has adopted local preferences that are reasonably calculated to attain this basic objective [24 CFR; Sec. 960.205(c)]. Applicant families who qualify for a local preference shall have preference for admission.

2. Definition of local preferences

   a) First, preference shall be given to applicants whose family head or spouse is employed at least 32 hours per week. Employed means working and earning wages. The amount of earnings shall not be a factor in granting this Local Preference. Families whose family head or spouse or whose sole remaining member is 62 years of age or older or a person with disabilities, will also receive this preference.

   b) Second, preference shall be given to families whose head or spouse is employed at least 20 hours per week; or is attending an accredited institution of higher learning (college, trade school, vocational school or a GED program) full-time and the course study is expected to lead to employment; or verifiable participation in or graduation from an accredited job training program. The amount of earnings shall not be a factor in granting this preference.

   c) Veterans' preference shall be given to veterans and surviving spouses of veterans.

   d) The SFHA shall give a preference to recognize victims of domestic violence qualified for a local preference. [QHWRA; Sec 513]

   e) The Authority has adopted, as a preference, rent burden, or families paying more than 50 percent of their gross monthly income for rent and utilities.

   f) The Authority has adopted substandard housing as a preference. Substandard housing is defined as:

      (1) Dilapidated housing:

         i. Does not provide safe and adequate shelter and endangers the health, safety or well-being of family; or

ii. Has one or more critical defects or combination of intermediate defects in sufficient number or extent to require considerable repair or rehabilitation.

(2) The former federal preference did not include "overcrowded" as part of the definition of substandard housing. The SFHA does not include "overcrowded" as included in the definition of substandard housing.

g) Further, the Authority recognizes the following as local preferences:

(1) Applicants who are long-term homeless and in need of permanent replacement housing

i. An individual is considered homeless if he or she lacks a fixed, regular, and adequate nighttime residence, or the primary residence is a supervised public or privately owned shelter, welfare hotel, or transitional housing facilities.

(2) Displaced. applicants qualify for involuntary displacement preference if either of the following applies:

i. Applicant has been involuntarily displaced and is not living in standard permanent replacement housing; or

ii. Applicant will be involuntarily displaced within 90 days from the date of preference status verification by the family or verification by the PHA.

iii. Involuntary displacement may be the result of:

a. Disaster

b. Government action

c. Owner action (does not include rent increases)

d. Hate crimes

e. Unit inaccessibility

f. Physical violence

g. Displacement to avoid reprisals

h) The SFHA also has adopted as a local preference those families who live, work, or have been hired to work in the City/County of San Francisco.

3. The number of new admissions under this category is subject to the statutory conditions set forth in paragraph D (Income Targeting) above.

4. Prohibition of preference if applicant was evicted for drug-related criminal activity

The San Francisco Housing Authority will not give any preference to an applicant if any member of the family is a person who was evicted during the three years prior to applying because of drug-related criminal activity from any assisted housing program. The Authority may consider granting a preference in any of the following cases:

a) If the SFHA determines that the evicted person has successfully completed a rehabilitation program approved by the SFHA; or

b) If the SFHA determines that the evicted person clearly did not participate in or knew about the drug related criminal activity; or

c) If the SFHA determines that the evicted person no longer participates in any drug-related criminal activity.

G. Waiting List Management

1. Applicants may claim qualification of a Local Preference when they apply for admission, or thereafter, until they are offered a unit. Prior to executing a lease, the applicant must provide the SFHA with verification that according to the applicant's current status, he/she still qualifies for the preference.

2. Should the SFHA exhaust the pool of applications with local preferences, applications from those applicants who do not have local preference will be considered for admission.

3. No applicant shall be denied a local preference for which the family otherwise qualifies, on the basis that the applicant already resides in assisted housing.

4. The preference system described above will work in combination with requirements to match the characteristics of the family to the type of unit available as described in Part C of this Section and Part C of Section V.

5. At the time of *full* application, local preferences will be verified. Verification of local preferences will include checking vacant records to make sure that there exists no prohibition on the granting of the preference as stipulated in paragraph 3 above.

6. At the time of initial application, each applicant must certify that he/she qualifies for a local preference. The SFHA will advise the family to notify the SFHA of any change that may affect their ability to qualify for the preference.

7. Applicants that are otherwise eligible and are certified as qualifying for a local preference will be placed on the waiting list in the local preference applicant pool.

8. Families that do not qualify for a local preference at the time of application will be notified in writing and advised of their right to an informal meeting to discuss the determination. The applicant will be further advised that he/she may exercise other rights if the applicant feels that illegal discrimination, based on race, color, religion, national origin, age, disability, or familial status contributed to the SFHA's decision to deny a preference. If otherwise eligible, the family's application will then be placed on the waiting list in the appropriate non-preference category based on the date and time of application.

9. Applicants that certify/verify to a local preference at the time of initial application must be able to verify their preference status prior to the offer of a unit if the verification of preference is over 90 days old.. Applicants that cannot subsequently verify their preference will lose their preference qualification and will be reconfigured in the non-preference category based on the date and time of application.

10. The Eligibility Department will conduct an annual review of all lists, asking applicants to renew their interest in public housing.

V. SCREENING APPLICANTS, INCLUDING FOR DRUG AND OTHER CRIMINAL ACTIVITY

The SFHA's *developments* will not be used as housing of last resort. All applicants for public housing will be screened according to the basic policies and standards set forth in the authority's Admission and Continued Occupancy Policy (ACOP).

A. General Principles of Screening

The screening criteria in the Admissions and Continued Occupancy Policy are based on those set forth in the HUD Regulations [24 CFR Part 960.205] and in the applicable sections of the Quality Housing and Work Responsibility Act of 1998 (QHWRA). The regulations require an assessment of the behavior of each applicant with respect to the essential obligations of tenancy as expressed in the Authority's lease. The essential obligations of tenancy may be summarized as follows:

1. To pay rent and other charges under the lease in the manner set forth by the SFHA in the lease;

2. To care for and avoid damaging the unit and common areas, to use facilities and equipment in a reasonable way; not to create or maintain health, safety or sanitary hazards, and to report, promptly maintenance needs;

3. Not to interfere with the rights and enjoyment of others, and not to damage the property of others;

4. Not to engage in criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents or staff; and not to engage in drug-related criminal activity on or near the premises; and

5. To comply with necessary and reasonable rules and program requirements of HUD and the SFHA; to comply with health and safety codes.

B. Applicant Interviews and Verification Documents

1. SFHA will schedule applicant interviews as families approach the top of *the waiting list*. In this interview, the following items will be verified to determine qualification for admission to public housing:

   a) Family composition and type (Elderly/Disabled/Non-elderly)
   b) Annual Income
   c) Assets and Asset Income
   d) Allowance Information
   e) Preferences

f) Social Security Numbers of all Family Members

g) Information Used in Applicant Screening

2. SFHA will verify all applicants' claims by: a written third party verification; phone verifications with the results recorded in the applicant file with staff signature; or, if no other form of verification is available, applicant certification. Applicants must sign releases, verification consent forms, and otherwise cooperate fully in obtaining or providing the necessary verifications. Failure on any applicant's part to provide or sign the required documents will result in the rejection of the application and removal from the waiting list.

3. SFHA will obtain a declaration of citizenship or eligible immigration status from every household member, or a declaration on non-contending status.

4. Applicants reporting zero income must complete a family expense form. With this form applicants will estimate the money spent on: food, beverages, transportation, health care, childcare, debts, household items, etc. Also, applicants will be asked about the status of any application or benefits through Temporary Assistance for Needy Families or other similar programs. "Zero income" applicants who are admitted into SFHA must undergo re-certifications of income according the Residential Lease Agreement and Contract every 90 days.

5. Applicant files shall indicate the date and time of receipt of public housing information and SFHA's determination of eligible or ineligible. Eligible applicant files will also include: the unit size needed; a completed Unit Requirements Questionnaire; any applicable preference rating; and a history of housing offers highlighting the date, unit address, and the circumstances of each vacancy offered and accepted or refused.

C. Applicant Screening Criteria

1. All SFHA applicants will be screened in accordance with HUD's regulations [24 CFR 960; QHWRA] and SFHA Applicant Screening. The regulations require an assessment of the behavior of each applicant with respect to the essential obligations of tenancy as expressed in the Authority's lease.

2. All applicants must demonstrate through an assessment of current and past behavior the ability:

a) To pay rent and other charges as required by the SFHA Residential Lease Agreement and Contract in a timely manner;

b) To care for and avoid damaging the unit and common areas;

c) To use facilities and equipment in a reasonable way;

d) To create no health, or safety hazards, and to report maintenance needs;

e) Not to interfere with the rights and peaceful enjoyment of others, and to avoid damaging the property of others;

f) Not to engage in any activity that threatens the health, safety or right to peaceful enjoyment of other residents or staff;

g) Not to engage in drug-related criminal activity or illegal drug or alcohol abuse;

h) To comply with necessary and reasonable rules and program requirements of HUD and the SFHA; and

i) To comply with health and safety codes.

3. The applicant's signature on the application and all other necessary consent forms authorizes SFHA to make necessary inquiries into the applicant's behavior or background as it relates to lease compliance. This includes obtaining arrest and conviction information in order to determine the likelihood of lease compliance.

4. Information requested for applicant screening shall be reasonably related to assessing the conduct of the applicant and other family members listed on the application. Any costs incurred to complete the application process and screening must be paid by the SFHA.

5. Screening factors used in the application process include, but are not limited to: credit check, payment history for utility charges, current and prior landlord histories, and criminal background checks (including arrest history). If necessary, fingerprints will be used to assure the accuracy of background information obtained. Failure to meet the requirements of these "checks" will result in applicant rejection.

6. As part of the screening process, all applicants will be required to complete a pre-occupancy briefing designed by SFHA or by the resident leadership if offered at the site of intended residency and approved by SFHA. In all cases, a pre-occupancy briefing must be completed prior to occupancy of a unit. Failure to attend and satisfactorily complete the briefing will result in rejection of the application and/or withdrawal of a unit offer.

7. Applicants determined eligible and suitable for admission will be notified by mail or in a format designated by the applicant. This notice will include the approximate date of occupancy. However, since the date is an estimate, applicants should not expect to be housed by that date. The availability of a suitable unit to offer a family is contingent upon factors not directly controlled by SFHA such as turnover rates and market demands, as they affect bedroom sizes and project location [24 CFR 960.207 (b)].

8. Applicants determined to have negative items revealed during the screening process will be given the opportunity through a meeting, to present any "mitigating" circumstances that the SFHA will consider before rendering a determination for rejection of admission. Thereafter, applicants unqualified for admission will be promptly notified. These applicants will receive a Notice of ***Ineligibility*** from SFHA, stating the basis for such determination. SFHA shall provide such applicants with an opportunity for an informal hearing of the determination. The informal hearing for applicants should not be confused with the resident grievance process. Applicants are not entitled to use of the resident grievance process except for denial of admission because the PHA has determined that no one in the family is a citizen, national, or eligible immigrant. [24 CFR 960.207(a)]

9. In addition to mitigating circumstances, applicants who are known to have a disability and have been determined eligible but who fail to meet the screening criteria, *may ask for reasonable accommodation in order to meet the obligations of the lease and to fully participate in the program. All requests for reasonable accommodation must be submitted in writing. SFHA will not assume that an individual with a known or assumed disability requires reasonable accommodation.*

D. The Application Process

1. The application and screening form

   a) When completing the registration forms, the applicant will be required to provide answers to certain key questions concerning the applicant's eligibility, preferences, and resident history. Applicants must provide Social Security Numbers (SSN) for all family members aged six or older (or certification that application has been made for a SSN or none has ever been assigned) and the name, address and telephone numbers of current and former landlords, and past and present housing providers. Applicants must also declare citizenship status or provide sufficient information to establish eligible immigration status.

   b) Failure to provide this information will result in cessation of application processing and possible rejection of the application. Housing authority staff is available to guide applicants, as needed, in understanding the application process and completing SFHA's application and screening forms.

2. Screening factors used in the application process include, but are not limited to: security and background check, credit check, payment history for utility charges, prior landlord history, and a home visit. Failure to complete or comply with any of these phases will result in rejection.

3. SFHA staff will complete a Screening Interview Checklist for each application file. If, at any point in the screening process, it becomes clear to staff that an applicant will not meet the screening criteria, the checklist will be signed and the rejection noted. The same procedure will be followed when applicants are certified acceptable for admission.

4. Verification standards for checking information provided by the applicant

   a) Verification by a third party: Verification by third parties must be in writing. An exception may be made at the discretion of the SFHA to permit phone verification when SFHA staff determines from all available information that written verification is impractical, or processing of the application is unnecessarily delayed by the third party's failure to respond. SFHA, at its discretion, may consider other available information.

   b) After the SFHA completes the screening interview, staff will send a first mailing to the third party verification sources identified by the applicant. After 15 calendar days, if no response has been received to the first mailing, SFHA staff will contact the third party by phone, fax, or send a second mailing.

c) After the second mailing, if the third party does not provide either a phone or written verification, SFHA will advise the applicant that the third party is not cooperating in the verification process. The SFHA may ask the applicant to contact the third party directly to speed up the verification process. Applicants will not be given verification forms. All transactions will be between SFHA staff and the third party.)

d) Phone verifications must use the same form previously mailed to the third party. All the information included in the written verification must be gathered during the phone contact. SFHA staff will complete the form. The contact person, date and time of conversation will be noted and the SFHA staff person who made the phone call will sign the form. Initials are not acceptable.

e) Review of documents -SFHA staff will review documents submitted by the applicant when:

(1) The information requested does not require third party verification (e.g. rent receipts and lease agreements, utility bills); or

(2) Third-party verification is impossible. SFHA staff will copy documents into the applicant's file or list the documents and the information on them. SFHA staff will document file if unable to obtain third party verification.

f) Applicant certification - SFHA may accept applicant certification only when required by HUD regulations or when other preferred forms of verification are impossible to obtain.

5. General procedures applicable to verifying information

a) Information subject to change - These verifications are valid for 90 days from the date received by the SFHA. Information may be updated by phone for an additional 30 days. SFHA will not ordinarily rely on verifications that are more than 120 days old.

b) Information not subject to change - the authority will verify this information only once (e.g., verification of age with birth certificates, citizenship or immigration declarations.)

c) Each applicant folder will include a File Completion Checklist to track progress and a Verification Log documenting verification efforts. The Verification Log will record the forms sent, date sent, and date the information is received by SFHA staff. Upon completion of a folder, the SFHA staff person will sign the File Completion Checklist and certify as to the completeness of the File. The File will also contain an Applicant Approval Record which will include the signatures of all staff involved in completing the intake process: a review by and signature of the staff person who made the eligibility determination to either approve or deny, a review by and signature of the staff person who processed the through the screening process, and the signature of the Eligibility manager who conducts a final file review and approves each file for leasing.

d) Each SFHA verification will include the following: (a) explanation of why the information is being requested; (b) a copy of SFHA's general release of information with the applicant's signature or the applicant's signature on the verification form; and (c) the questions essential to soliciting the information required by the SFHA.

e) The SFHA will send third party verifications directly to the source, not through applicants. Third party verifications will include a self-addressed stamped envelope for return to the SFHA. Verifications may also be faxed to a third party with a return fax to SFHA provided the original form is later forwarded by mail and/or the fax transmission is confirmed by printed receipt at the time of transmission, or verified by phone with a notation to the file.

6. Limited inquiries into medical issues

a) Medical information is offered either to explain mitigating circumstances and/or seek a reasonable accommodation. For example, if an applicant had a poor rental history but stated that the previous history was caused by a disability that is now being successfully treated, SFHA staff will verify:

(1) That the applicant did, in fact, have a disability, and

(2) That the former problems were caused by the disability; and,

(3) That the present treatment, ***or reasonable accommodation***, can be expected to prevent the recurrence of the problems.

b) If an applicant's former housing problems were due to the applicant's resisting or refusing treatment, the SFHA would be justified in verifying whether the applicant would be reasonably likely to continue with the current treatment. In this instance, it is not necessary for SFHA to obtain medical information beyond verifying the applicant's assertions about the reasons for past problems, the likelihood of continuing treatment, and that the treatment will remedy the problem.

7. Issues regarding former tenancy

a) Conditions of former tenancy may not apply to a current applicant, individual or group, where the new lessee is to be a person other than the former lessee.

b) Any family member who *signed* a previous lease or occupancy agreement will be considered responsible for the family's former actions. Applicants will be allowed to explain any mitigating circumstances.

c) In cases of criminal activity, including drug related activity, the SFHA may prohibit the family member engaged in such activity from residency in a SFHA unit.

d) At the time of registration, SFHA staff will advise the applicant of any outstanding balances owed to the SFHA (For either public housing or section 8). Amounts must be paid in full prior to the application being accepted by the Authority.

e) Should the applicant successfully demonstrate to the SFHA that a charge is invalid, SFHA will reinstate the applicant to the waiting list using the original date and time of application and any applicable preferences.

8. Documentation of information received during the application process

a) SFHA will accept credible evidence to verify information received during the application process. (NOTE: Refer to Section XI of these procedures to review specific criteria and requirements)

b) Misrepresentation of eligibility, including but not limited to eligibility, award of preference for admission, allowances, family composition, rent during the application process:

(1) If, during the course of processing an application, it becomes evident that an applicant has falsified or otherwise misrepresented any facts about his/her current situation, history, or behavior in a manner that would affect eligibility, Local Preferences, applicant selection criteria qualification, allowances or rent, the application shall be rejected.

(2) This provision shall not be applied to minor mistakes in fact (such as typographical errors) that produce no benefit to the applicant

E. Security and Background Check

1. The SFHA will verify any involvement in criminal activity on the part of any applicant family member who intends to reside in the SFHA leased premises:

a) Applicants will be advised at the time of intake and at the start of the screening interview that criminal behavior will jeopardize admission to a SFHA community. Criminal activity that occurs while an applicant's family is on the SFHA's waiting list will receive additional weight in SFHA's decision to reject an applicant family.

b) Involvement in criminal activity by any member of an applicant family that would adversely affect the health, safety or welfare of other tenants will be verified using information from the criminal records system of the City and County of San Francisco, the State of California, and the federal National Crime Information Center (the "NCIC"). The SFHA will also examine criminal histories provided by other States or municipalities, court records, and other evidence that might document any criminal activity. In addition, the current and former landlords and housing providers will be asked to indicate problems during the applicant's tenancy. The Authority will review police reports for any criminal activity during the ten (10) year period prior to consideration for admission.

c) SFHA may use a third party service to check criminal history. SFHA will also interview the applicant using the Interview Screening Checklist.

d) SFHA will use the criminal records system of the City and County of San Francisco, the State of California, the NCIC, and other states and/or municipalities to check all applicants for any evidence of:

(1) Any and all information relative to any criminal convictions or activity, both felonies and misdemeanors within the past ten years;

(2) Any and all information relative to any criminal charges that are currently pending before the court of the State of California or any jurisdiction, including the federal courts;

(3) Lifetime sex offender registration requirement for any household member. The SFHA will check in California and any other states where any family member is known to have resided.

e) The criminal records system shall be used to assess the applicant's past behavior especially the commission of violent crimes, drug related criminal activity of any kind, disturbance of neighbors, or destruction of property.

(1) Without substantial evidence of mitigating circumstances (including serving jail time and rehabilitation) the SFHA will not admit persons engaging in any criminal activity violating state and/or federal law.

(2) Examples of criminal offenses that will be considered include, but are not limited to: disturbing the peace, drunk and disorderly conduct, threats or harassment, domestic violence, including actual or threatened violence toward members of an applicant household, assaults, destruction of property, vandalism, citations for health and sanitary code violation, possession of an unlawful weapon, criminal damage, arson, and home invasion.

(3) In applying the above provisions, the SFHA will consider the nature of the offense and any mandatory penalties in accordance with state and federal law, including but not limited to the California "Three Strikes You're Out" Act.

f) Documentation of any of the following criminal activity by any applicant family member who intends to reside in the SFHA leased premises may result in rejection of the applicant family. Documentation of such activity may be considered alone or in conjunction with other criminal activity such as:

(1) Use, distribution, or possession of illegal drugs by an applicant family member who intends to reside in the SFHA leased premises.

(2) Documentation from the criminal records system, or other verification of criminal activity, that shows a history of property-related crimes such as burglary, robbery, larceny, weapon charges, and possession and receipt of stolen goods.

(3) Documentation from the criminal records system, or other verification of criminal activity, that shows a history of crimes that endanger the health or safety of others such as assault, battery, public intoxication (drunk & disorderly), prostitution.

(4) Documentation from the criminal records system, or other verification of criminal activity, that shows a history of crimes that endanger the health or safety of others such as homicide/murder, rape, child molestation, spousal or child abuse, or drug related crimes as referenced.

(5) Not withstanding any other provision of law, the SFHA shall permanently prohibit admission to all federally assisted housing to any applicant household that includes any individual who is subject to a lifetime registration requirement under a State sex offender registration program. [QHWRA; Subtitle F: Sec. 578 (a)]. No mitigating circumstances will be considered.

(6) Further, the SFHA shall permanently deny admission to all federally assisted housing, any applicant or household member who has been convicted of manufacturing or producing methamphetamine (commonly referred to as "speed") on the premises of federally assisted housing. No mitigating circumstances will be considered. [Sec. 16; subsection (f) of the USHA as amended by Sec. 428 of the FY 1999 Appropriations Act]

g) All criminal activity will be weighed against the obligations of tenancy, including the likely impact on a SFHA community and the danger to the health or safety of residents or staff. The SFHA considers certain criminal acts or repeated criminal behavior as evidence that the, applicant is not capable of meeting lease requirements.

2. In evaluating criminal activity or drug-related criminal activity, the SFHA will give the greatest weight for admission to applicants with no record of criminal activity or behavior of any kind; minor or infrequent offenses that do not, when taken together, indicate the pattern of a repeat offender, or a record of criminal activity with clear and verifiable evidence of improved behavior sustained over a significant period of time. (A period of improved behavior while on the waiting list will also be considered by the SFHA.)

3. Criminal activity, drug related criminal activity, alcohol abuse, other factors and considerations will include:

a) Mitigating circumstance and criminal activity[10]

(1) Staff will consider the dates, subject to any local criteria, and circumstantial activity, the seriousness of the offense, whether the offense occurred only once or was repeated, and the number and duration of rehabilitation efforts, if any, and whether offender has avoided subsequent criminal activity or behavior since the offense.

[10] Mitigating circumstances are facts relating to the applicant's record of unsuitable rental history or behavior, when verified would indicate: (1) The reason for the unsuitable rental history and/or behavior, (2) that the reason for the unsuitable rental history and behavior is no longer in effect or is under control, and (3) the applicant's prospect for lease compliance is an acceptable one, justifying admission.

(2) With respect to criminal behavior, evidence of any mitigating circumstances or rehabilitation must be compelling and substantial before the SFHA will consider accepting an applicant with a significant criminal history. SFHA will look for a period of time where the applicant's behavior is improved and there is no evidence of criminal activity. SFHA will consider the applicant's behavior and reputation in the community both before and after the offense, and any other evidence indicating a likelihood that the offender will not engage in any future criminal activity.

(3) However, consideration of verifiable mitigating circumstances does not guarantee that an applicant will be admitted. Evidence of certain crimes or repeated crimes can result in rejection. Evidence of mitigating circumstances or evidence of rehabilitation does not require the SFHA to disregard potentially disqualifying activity.

See the discussion later in these procedures for a review of how mitigating circumstances are considered.

b) Drug-related criminal activity:

(1) SFHA will not admit current users of illegal drugs or alcohol abusers.

(2) The Fair Housing Act explicitly states that current illegal drug users ARE NOT a protected class (persons with disabilities) and permits SFHA to reject such applicants. Further, not withstanding any other provision of law, no individual shall be considered a person with disabilities, for the purposes of eligibility for low-income housing, solely on the basis of any drug or alcohol dependence. [QHWRA; Subtitle A; Sec. 506(3)]

(3) Applicants who are former drug users[11] and whose housing histories reveal no circumstances which point to future lease compliance problems, will be considered for admission. However, if problems with housing or criminal histories emerge during screening or the applicant's own disclosures indicate that the applicant may be a current user of illegal drugs, the SFHA will require documentation that the applicant is no longer using drugs, including behavioral evidence that the applicant has made a life-style change.

i. SFHA will require an applicant to document that he or she is a former user if objective evidence raises a question about whether the applicant is a current user of illegal drugs. However, demonstrating that a person is not a current user does not automatically guarantee admission. The person with disabilities is still required to meet all other applicable screening criteria.

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[11] A former user of illegal drugs is defined by ADA and 504 as "individual who has successfully completed a supervised drug rehabilitation program and is no longer engaging in the illegal use of drugs or has otherwise been rehabilitated successfully and is no longer engaging in such use, or is participating in a supervised rehabilitation program and is no longer using drugs, including behavioral evidence that such use is no longer occurring.

(4) Where an applicant's documentation from the criminal records system includes numerous drug-related and other crimes (felonies or misdemeanors not necessarily drug related) SFHA will deny admission, but will consider information from drug treatment centers. Successful recovery does not mean that the SFHA will ignore a background of *criminal* behavior. Demonstrating that an applicant is not a current user is only part of the screening evaluation; all other screening criteria must be met.

i. The PHA will require a signed consent form by which the PHA shall submit a request to a drug abuse treatment facility with respect to each proposed household member who is at least 18 years old, and for family head or spouse regardless of age

a. Whose criminal record indicates prior arrest or conviction for any criminal activity that may be a basis for denial of admission; or

b. Whose prior tenancy records indicate that the proposed household member:

(i) Engaged in the destruction of property;

(ii) Engaged in violent activity against another person; or

(iii) Interfered with the right of peaceful enjoyment of the premises of other residents.

ii. The written consent form shall authorize the SFHA to:

a. Receive information from the drug abuse treatment facility stating only whether the facility has reasonable cause to believe that the applicant is *currently* engaging in the illegal drug use;

b. Receive such information from the drug abuse treatment facility, and to utilize such information in determining whether to prohibit admission of the household.

iii. The written consent form expires automatically after the SFHA has made a final decision to either approve or deny the admission of such person.

iv. Such confidential information will not be misused or improperly disseminated and will be destroyed no later than five (5) business days after the date on which the PHA gives final approval for admission.

v. If the application is denied, the information will be destroyed within a reasonable time (***12 months***) following the date on which the statute of limitations for commencement of a civil action based upon that denial of admissions has expired without the filing of a civil action or until final disposition of any such litigation.

(5) Alcohol abuse and screening - Alcohol is a legal drug; therefore, simple use or even abuse of alcohol is not grounds for rejecting an applicant.

i. It is the SFHA's policy that an applicant who the authority believes exhibits a pattern of abuse of alcohol that may interfere with the health, safety or right to peaceful enjoyment of SFHA property by residents and employee is, will be denied admission.

ii. If screening reveals past tenancy problems, and the applicant asserts that those problems were caused by alcohol abuse that is no longer occurring, staff will verify the information by the following procedure:

a. confirm that the negative behavior was, in fact, caused by alcohol abuse;

b. document (using methods similar to those described above for former users of illegal drugs) that the applicant is no longer abusing alcohol; and,

c. review the applicant's housing history since entering recovery to ensure that no other behavior problems still exist.

(6) Confidentiality - Pursuant to Section 575; (c) (5) of the Quality Housing and Work Responsibility Act of 1998 (The "QHWRA"), the San Francisco Housing Authority, when receiving criminal records, may use such information only or the purposes provided in this subsection and such information may not be disclosed to any person who is not an officer, employee, or authorized representative of the agency and who has a job-related need to have access to the information in connection with admission of applicants, eviction of tenants, or termination of assistance.

For judicial eviction proceedings, disclosures may be made to the extent necessary. The Secretary shall establish procedures necessary to ensure that information provided under this subsection to a public agency is used, and confidentiality of such information is maintained, as required under this subsection.

(7) Penalty - Any person who knowingly and willfully requests or obtains any information concerning an applicant for, or tenant of, covered housing assistance pursuant to the authority under this subsection under false pretenses, or any person who knowingly and willfully discloses any such information in any manner to any individual not entitled under any law to receive it, shall be guilty of a misdemeanor and fined not more than $5,000. The term "person" as used in this paragraph includes an officer, employee, or authorized representative of the San Francisco Housing. [QHWRA; Section 575; (c)(6)]

(8) Civil action - Any applicant for, or tenant of, covered housing assistance affected by (A) a negligent or knowing disclosure of information referred to in this subsection about such person by an officer, employee, or authorized representative of the SFHA which disclosure is not authorized by this subsection, or (B) any other negligent or knowing action that is inconsistent with this subsection, may bring a civil action for damages and such other relief as many be appropriate against the SFHA, the responsible entity for such unauthorized action. The district court of the United States in the district in which the affected applicant or tenant resides (San Francisco), in which such unauthorized action occurred, or in which the officer, employee, or representative alleged to be responsible for any such unauthorized action resides, shall have jurisdiction in such matters. Appropriate relief that may be ordered by such district courts shall include reasonable attorney's fees and other litigation costs. [QHWRA; Section 575; (c)(7)]

(9) Records management

i. The SFHA is responsible for establishing a system by which all information received from police departments and/or drug treatment facilities is:

a. Maintained confidentially in accordance with section 543 of the Public Health Service Act (12 U.S.C. 290dd-2);

b. Not misused or improperly disseminated; and

c. Destroyed, as applicable.

(i) For information from drug treatment centers, not later than five (5) business days after the date on which the SFHA gives final approval for an application for admission; or

(ii) For information regarding criminal activity obtained by consent form, within a reasonable time (*12 months*) after the date on which the SFHA gives final approval for admission; or

(iii) If the SFHA denies the application for admission, the reports shall be destroyed in a timely manner (*12 months*) after the date on which the statute of limitations for the commencement of a civil action from the applicant based upon the denial of admission has expired or subsequent to an annual audit. [QHWRA; Section 575; (d)(B)]

ii. In order to assure that only essential employees have access to these documents, the SFHA will limit their review as follows:

a. All requests for police reports and/or information from drug treatment centers will be made in writing and submitted to the Senior Eligibility Representative.

b. The Senior Eligibility Representative will review all requests and submit them to the appropriate reporting agency.

c. Upon receipt of the results, the Senior Eligibility Representative will review each document. If the applicant's records are "cleared", the Senior Eligibility Representative will obtain the signature of the Administrative Director of Customer Services or his/her designee and stamp "Security Cleared" on the "Applicant Approval Record" along with the date of clearance. The police reports or drug tests results will not be returned to the requestor. Rather, they will be kept 'in a separate File in alphabetical order and secured in the possession of the Administrative Director or his/her designee until records are destroyed as in 10a(3) above.

iii. In the event that the reports contain information that may affect admission, the Senior Eligibility Representative shall confer with the Administrative Director or his/her designee to determine if a meeting should be scheduled with the applicant to discuss any information that might "mitigate" the unfavorable information.

F. Review and Checking of Credit Reports

1. SFHA will complete a credit check on all public housing applicants

2. Evaluating credit history information

a) SFHA will make a careful examination of the credit report. The report will be checked to determine if there are inconsistencies in the applicant's housing history as reported to the SFHA on the application form or other documents. SFHA staff will consider negative credit information in light of its impact on tenancy. Thus, poor credit with respect to non-payment or delinquent payment of utilities will be given greater weight than non-payment or delinquencies for other consumer obligations.

b) If the SFHA rejects an applicant because of poor credit history, SFHA staff will advise the applicant in the rejection notice of his/her rights under state and federal law to:

(1) Examine the credit report;

(2) Dispute and correct inaccurate credit information. Should the applicant successfully demonstrate to the SFHA that the credit record is inaccurate and the report is corrected, the SFHA will consider reinstatement to the waiting list using the original date and time of application and any applicable preferences.

c) SFHA will consider bad credit in light of any mitigating circumstances that can be documented by the applicant (e.g. loss of job, illness or medical problems that limited a family's financial resources). SFHA will also consider whether non-payment or poor payment of rent and other charges is likely to reoccur once the applicant obtains housing where the rent is calculated based on income.

d) If an applicant has filed bankruptcy and this is reflected in the credit report, SFHA will determine if the Bankruptcy included debts related to tenancy and shelter costs. Applicants will not be rejected solely on the basis of the bankruptcy filing.

G. Utilities

1. SFHA will also interview the applicant concerning history of utility payments. Where applicants have had past responsibility for utility payments, the SFHA will use account records provided by utility companies (excluding those providing telephone and cable TV service, although these may be used as secondary indicators of ability to pay) or the Utility Verification Form.

2. Ability to obtain utility connections

   a) The SFHA owns public housing units where the resident is responsible for the utility payments. In accordance with the Admissions and Occupancy Policy and the lease, SFHA requires that applicants offered units with resident-paid utilities be able to secure utility service in their name and document it to the SFHA.

   b) Present ability to obtain utility service is considered an indicator of the applicant's past performance in meeting financial obligations.

   c) SFHA will advise all applicants of the above requirements at initial intake and remind applicants of this requirement at the start of the screening process.

H. Landlord and Prior Residences

1. Procedures used to verify applicant information:

   a) Staff will interview all applicants using the Applicant Screening Interview Checklist, Parts I and II. If the current housing provider is a relative, additional information on the applicant's ability to comply with lease terms may be collected by the SFHA.

   b) SFHA will examine applicant's housing history over the past 5 years. In order to obtain the best available information on an applicant's housing and shelter history, the SFHA may use combinations of years and tenancies.

   c) SFHA will examine tenancy history over a longer period of time when the information obtained from the time period is incomplete. When examining an applicant's shelter history, the SFHA will focus on those periods where the applicant made sustained periodic payments in support of shelter related costs.

   d) Performance in meeting financial obligations will be checked first by contacting the current housing provider and two prior providers (if applicable) using the SFHA Landlord Verification Form. The form will be mailed to the landlord(s) or shelter providers identified by the applicant the Applicant Screening Interview Checklist along with a release of information form. Where there is no rental history, other forms appropriate to the family's circumstances will be used (see Section VI, Part C).

   e) Checking Landlord Information (Applies to landlord information received or any screening criteria.)

(1) The SFHA differentiates between applicants who are/were the Tenant of Record (TOR) whose landlord the SFHA cannot reach and applicants who have lived somewhere without the landlord's knowledge and consent, thus making it impossible for the prior landlord to verify residency or rent payment history.

(2) The SFHA will attempt to verify that the applicant is the TOR by contacting the landlord. SFHA will also accept: a notarized letter from the TOR when the applicant is living in the unit but is not on the lease; other credible references that can verify address and tenancy status for the period under review, and any of the secondary forms of verification described below.

(3) Where a current or previous landlord is a relative of the applicant, the SFHA will give more weight to those periods where the applicant lived in a unit provided by a landlord not related to the family

(4) If no landlord references are available, SFHA will obtain a credit report and contact the current housing provider with a request that someone with knowledge of the applicant's behavior and rent payment history complete the form.

2. Record of eviction from housing or involuntary termination from residential programs

a) Sources:

(1) Staff will check SFHA's records, landlord records and court records to determine whether the applicant has been evicted from SFHA, any other assisted housing, or any other property in the past. SFHA will also use credit or eviction service information to check for any record of evictions.

(2) Record of termination from residential programs will be checked with police, service agencies and with any provider referred by the applicant. The SFHA will cross-match with unit records and information in the Section 8 Certificate and Voucher programs to check for termination of assistance.

(3) Conditions of former tenancy may not apply to an applicant, individual or group. Any family member who signed a previous lease or occupancy agreement will be considered responsible for the family's former actions.

(4) Staff must consider the mitigating circumstances of any past eviction or termination and its relevance to SFHA tenancy.

b) Examples of indicators for eviction from housing or involuntary termination from residential programs are:

(1) No record of eviction or termination from any shelter, other housing, or a residential program. Evidence of rule compliance in any residential transitional facilities, group homes) or other program in which the applicant is participating (drug treatment)

(2) Successful completion of stay and transition from a shelter or residential program

(3) Currently in the program and is meeting all requirements.

(4) No negative information received from the housing provider.

(5) That the applicant can meet SFHA's lease criteria on his/her own or with assistance that the applicant rides; unit or living area is clean, no destruction of property, ability to manage regular monthly payments of some kind; responds to mail and shows up for appointments; follows an applicable rules in his/her current residential situation; no record of disturbing neighbors; avoids criminal activity.

c) Other indicators for these criteria are:

(1) Applicant asked to leave the program for rule violation that is not related to the SFHA lease compliance. (Example: staying out late might violate a program rule, but would not violate SFHA's lease compliance.

(2) Applicant leaves program but returns and is accepted for continued participation.

(3) Successful completion of a residency training program acceptable to the SFHA.

3. Demonstration of ability and willingness to comply with the terms of the SFHA's lease and other program requirements (Note: This will be applied ONLY in the absence of satisfactory landlord documentation):

a) If an applicant is able to document that he or she could comply with the SFHA lease terms as demonstrated in the current and former residences through a combination of landlord references and the home visit, this criterion will be considered satisfied. Ability to comply with SFHA lease terms will be checked only in the absence of satisfactory landlord documentation.

b) If any current conditions of occupancy can be considered in light of the SFHA's lease requirements, staff will send the appropriate verification forms. Staff will also complete the Parts I and II of SFHA's Applicant Screening Interview Checklist in an interview with the applicant

c) If the provider is unable (the provider may have no knowledge that the unit is housing two families) or unwilling to complete the verification process, the SFHA will send appropriate forms to other third parties or persons with knowledge of the applicants current living arrangements or to the host family. If the host family completes the form, SFHA will judge the completed form in light of any family ties between the host family and the applicant family.

d) These forms may bring to light mitigating circumstances or reasonable accommodations an applicant may need (to care for the unit or manage money, for example) and enable SFHA to determine that the applicant has such services (provided by a third party) in place before the applicant is admitted.

e) Ability and willingness to comply with the lease term may be demonstrated by the following actions:

(1) The applicant can meet these criteria on him/her own or with assistance that the applicant obtains;

(2) Based on a home visit, the unit or living area is clean with no evidence of applicant caused health or safety problems;

(3) No record of, or home visit, yields no evidence of destruction of property;

(4) Ability to manage regular monthly payments of some kind;

(5) Responds to mail and shows up for appointments; follows any applicable rules in his/her current housing or shelter situation;

(6) No record of disturbing neighbors; avoids criminal activity.

f) In addition, compliance with lease terms can be demonstrated by the following:

(1) Evidence of rule compliance in any residential program (shelters, transitional facilities, group homes) or other program in which the applicant is participating;

(2) Job or school references;

(3) Completing, a pre-occupancy briefing acceptable to the SFHA.

I. Resident Participation in the Intake and Screening Process [24 CFR 960.206(c)]

1. Mitigating Circumstances – As required by 24 CFR 960.205 (d), SFHA will consider mitigating circumstances for negative information received that would likely result in the rejection of an application for housing.

2. Resident involvement in applicant pre-occupancy orientation — All applicants are required to complete a pre-occupancy briefing designed by SFHA or by the resident leadership. A pre-occupancy briefing may be designed to address Authority-wide issues, site-specific issues, or a combination of both. While SFHA and its residents will design the orientation, all orientations will be required to include the following topics:

a) Rights and responsibilities of SFHA and the resident;
b) How rent is calculated;
c) Security issues;
d) Recertification requirements;
e) The lease;
f) The move-in inspection;
g) Care of the unit and how to request maintenance;
h) Reasonable accommodations and modifications for persons with disabilities;
i) Services available in or near the development;
j) The resident association;
k) How to conserve utilities, read a utility bill, and family budgeting;

l) Family choice of rental payment; [QHWRA; Sec. 523]

m) Site specific disaster/emergency evacuation plans.

SFHA may contract with other entities to deliver the pre-occupancy orientations. All applicants must attend the orientation in order to complete the screening process. Failure to attend the orientation will result in the rejection of the applicant and removal from the waiting list.

3. Admissions Advisory Committees – The SFHA encourages RMC's and Tenant Associations to develop Admissions Advisory Committees (AAC). This policy establishes the framework under which these committees must operate:

a) An AAC will interview applicants and review selected information about applicants being considered for housing at each site;

b) All committees will use a standardized questionnaire developed in conjunction with SFHA and approved by the Administrative Director of the Customer Services Department prior to their use;

c) Questionnaires must not include questions previously asked by the Eligibility Department during the admissions process;

d) Residents serving on an AAC are subject to applicable fair housing laws and will be required to successfully complete training on fair housing laws to be provided by the Customer Services Department;

e) Violations of ethical or privacy standards or discrimination by any committee member will result in dismissal from an AAC;

f) Residents involved or employed by SFHA in other parts of the screening process (i.e. Home Visit Teams, Mitigating Circumstances Review Boards, etc.) are prohibited from being members of an AAC.

4. Resident Welcome Committees — Sites that create an AAC must also establish a program of post-occupancy follow-up (sites without an AAC can establish a program at their discretion). The AAC will work with the Housing Manager to design a follow-up "welcome" program for new residents at each property. The objective of the post move-in follow-up will be to provide additional orientation through resident-to-resident assistance so that new families do not become isolated and issues of lease noncompliance (if any) can be addressed early in order to avoid the process of eviction. Post-occupancy follow-up must include at least one (1) apartment visit within 30-60 days of new resident move-in.

J. Pre-Occupancy Briefing

1. Completion of a pre-occupancy briefing designed by the SFHA in cooperation with existing residents or delivered by a third party under contract to SFHA will be required by all applicants.

2. Attendance, behavior during the briefing, and satisfactory completion of the briefing, are part of SFHA's screening criteria. Failure to attend and satisfactorily complete the program will result in rejection of the application.

3. The briefing will typically be offered when the applicant is within 90 days of being offered a unit (Applicants that fail a home visit may be referred to this program on a different schedule than that noted here.) A pool of applicants that have successfully completed the briefing will be maintained by the SFHA. A unit will riot be offered until an applicant successfully completes the program.

4. The briefing, once implemented, may include the following topics:

   a) Program purpose and relationship to SFHA's screening
   b) How screening relates to lease compliance
   c) Keeping the unit clean
   d) Review of the SFHA's lease requirements, house rules, safety and security issues
   e) Information on the SFHA's Family Self-Sufficiency Program
   f) Rights and responsibilities of the SFHA and the resident
   g) Procedures that will be followed should lease violations occur
   h) SFHA's obligation to make reasonable accommodations for person with disabilities
   i) The role of the resident council

5. If requested by an applicant, SFHA will make reasonable accommodations to allow full participation by the applicant, or household member, if notified in writing at least 48 hours prior to the briefing.

K. Recommendation of Admission or Rejection

1. When a determination of eligibility and qualification for Local Preferences has been made and either the verification forms have been returned or telephone verifications obtained, and the Home Visit and the pre-occupancy briefing completed, staff will make a recommendation of Admission or Rejection. This determination will be based on the following:

   a) Responses from current and at least one former landlord or response from housing providers other than a private landlord (if applicable) - All positive or neutral responses would mean the applicant family can be recommended for admission. The applicant must be considered capable of and willing to comply with the SFHA's lease terms for a recommendation of admission;

   b) Responses from utility suppliers (if applicable) - A positive or neutral response that is consistent with the landlord information would result in a recommendation of admission;

   c) Subject to SFHA's consideration of any mitigating circumstances, no member of the applicant family, 7 years of age or older, should be currently involved in criminal activity, have charges pending, or be convicted of a felony for a recommendation of admission;

d) Credit reports or eviction services information (if applicable) - the applicant must have a neutral or good record for a recommendation of admission. This would include no evictions due to lease violations or non-payment of rent within the past three (3) years or past three (3) tenancies whichever is longer.

e) Pre-occupancy briefing - SFHA requires that applicants with poor housekeeping or a lack of verifications in any two of the screening criteria attend a resident orientation program. The applicant must receive a satisfactory or better rating for completing the program.

f) Admissions Folder Checklist - Staff will complete a File Completion Checklist for each application file. If, at any point in the screening process it becomes clear to staff that an applicant will not meet the screening criteria, the Checklist will be signed and the decision to reject noted. The same procedure will be followed when applicants are certified acceptable for admission.

2. Supervisory review of folders - Difficult cases will be forwarded to the *Eligibility Program Supervisor* for discussion and review. The first step in the supervisory review of a difficult case is a determination of the file completeness. If any information is missing or the case for rejection or acceptance is not compelling, the file will be returned to the appropriate staff person for further work.

3. Quality Control (QC): From time to time selected folders will be sent to the appropriate supervisor for a quality control review. The supervisor will review the folder, and initial the checklist. On a monthly basis, supervisors will perform quality control reviews by reviewing folders at random. Information in the folders will be *verified* against the information in the computer. Results of the QC review will be shared with staff. Further, the results of the QC will be considered in evaluating staff performance.

4. The following list of factors will not be considered in making a decision to reject any application:

   Race, Color, Religion, Age, Source of Income, Sex, Marital Status, Parental Status, Sexual Preference, Political Ideology, Handicap or Disability (including mental or physical), Ancestry, or National Origin.

5. *If negative screening information is received on an applicant, Eligibility Program Supervisor will review the file. If the Supervisor determines that the applicant does not meet the minimum screening criteria, the applicant will be sent a notice of ineligibility for admission. In accordance with federal regulations (24 CFR 960.205 (d)), the notice of ineligibility will include information to the applicant that s/he has a right to an informal review to discuss mitigating circumstance, or request a reasonable accommodation, that will reverse the denial of admission. The applicant must request the informal review no later than ten (10) days after receipt of the notification.*

   If a person has a known disability, mitigating circumstances, or reasonable accommodation, will be considered if such will allow the applicant to fully participate in the program and meet the obligations of the lease.

Mitigating circumstances, or reasonable accommodations, will not be considered for applicants who are subject to lifetime sex offender registration *or who have been convicted of* manufacturing methamphetamine on the premises of federally assisted housing.

6. *The informal review shall* consist of the Eligibility Manager and the Director of Housing Management. The results of the informal meeting will be provided to the applicant in writing no later than five (5) working days after the *informal review*.

L. Acceptable Documentation

1. In addition to, in support of, or in lieu of a landlord verification form, the SFHA will accept credible evidence of rent payment, utility payments in the form of canceled rent checks or money orders for any period of tenancy under review. SFHA will review up to 12 months of receipts or bills, unless the applicant documents that a shorter period time is applicable.

2. Acceptable documentation for an applicant's history with respect to disturbances, destruction of property damages, housekeeping habits, and care of the unit are:

   a) Completed "Landlord Verification" Form for all previous tenancies as required by these procedures. The form includes questions related to this screening criterion, specifically questions on caning for the unit, and questions or applicant behavior while a resident.

   b) If no landlord verification is possible, a completed Part I of the "Applicant Screening Interview Checklist" and completed verification forms with any discrepancies in the information on these forms resolved to the SFHA's satisfaction. Forms will include questions for both the applicant and third parties applicable to "the ability to care for the unit, general lease compliance, and ability to perform activities that related to lease compliance."

   c) A completed SFHA "Home Visit" Form.

   d) No criminal offenses or criminal activity as reported through state and local criminal records system.

3. When evaluating documentation received with respect to disturbances, destruction of property, damages, housekeeping habits, and care of the unit, SFHA will give the greatest weight for admission to applicants with:

   a) No record of activity or behavior that would disturb other residents or neighbors peaceful enjoyment of their accommodations; no record of activity or behavior that resulted an apartment unit or residential facility of any kind, grounds or common *area* associated with such apartment or facility, the real or personal property of neighbors.

   b) No record of activity or behavior (especially housekeeping) that resulted in safety violations, unsanitary or unhealthy conditions in a unit Evidence that the applicant reported maintenance problems to the Landlord in a timely manner.

   c) Where objectionable behavior has occurred, clear evidence of mitigating circumstances and evidence that the applicant ceased the behavior or activity and, where applicable, made restitution (monetary or otherwise) to persons affected.

d) Where damage to property occurred clear evidence of mitigating circumstances such that the applicant ceased the behavior or activity and, where applicable, made restitution (monetary or otherwise) that resulted in the property being restored to a decent, safe, and sanitary condition (e.g. paid reasonable charges for the cost of repairs).

4. Other indicators for applicant's history with respect to disturbances, destruction of property, damages, housekeeping habits, and care of the unit are:

a) Caring for one's room or space (especially when living with someone else or in a shelter, or group home);

b) Maintaining any physical space (perhaps related to a job);

c) Availability and use of a chore service or other assistance with care of the unit;

d) Live-in aide available;

e) When offered by SFHA, successfully answering questions about how to care or an apartment and successful completion of a residency training program acceptable to the SFHA.

f) Treatment of others with whom she lives;

g) Treatment of *administrators* or other participants 'in programs that the applicant is or has participated in;

h) Recent school and work relationships;

i) When offered by the SFHA, behavior during completion of residency training programs acceptable to the SFHA.

M. Screening Criteria and Procedures - Applicants With Disabilities

1. Meeting Section 504 access and communications requirements during the application process

a) If an applicant has difficulty completing written forms, SFHA will permit the applicant to bring someone to the interview to assist them. Other reasonable accommodations will be considered on a case-by-case basis. Third party verifications will not be given to applicants. SFHA staff will contact the third party directly.

b) To insure the opportunity for equal access to housing benefits and program related services, SFHA will make reasonable accommodations for applicants with disabilities. SFHA will also make sure that forms and other documents completed by applicants are available in accessible formats. If requested by the applicant with disabilities, SFHA will provide sign language interpreters and/or other auxiliary aides.

c) SFHA will confirm the presence of a disability, but will not make inquiries about its nature or extent, prior to making any accommodation or providing auxiliary aides.

d) At the time of initial application, the SFHA will provide a notice to all applicants that explains Section 504 and Fair Housing requirements including the right to request reasonable accommodations.

e) Intake and screening interviews and other meetings required during the application process will be conducted at accessible locations. SFHA will make arrangements with the applicant to meet at home or at a location that is accessible.

f) SFHA will not make accommodations that cause a fundamental alteration in the nature of the program or create undue financial and administrative burdens.

2. Mitigating circumstances for all applicants and reasonable accommodations for applicants with disabilities

a) It is illegal to reject an applicant because he or she is a person with a disability, or for reasons that could be overcome by SFHA's reasonable accommodation of the applicant's disability or handicap. If, even with reasonable accommodation, applicants with disabilities or handicaps cannot meet essential program requirements, it is permissible to reject them.

b) Such inability to meet program requirements might arise because of behavior or performance in past housing, inability to comply with the terms of SFHA's lease, or needed services from SFHA's staff that represent an alteration in the fundamental nature of SFHA's program (e.g. Services to residents that are beyond the scope of the housing program, services not a part of the program.)

3. Meeting 24 CFR Part 5, Subpart F, and the Section 504 regulation requirements for processing applicants including persons with disabilities.

a) Stage 1: eligibility review (applies to all applicants)

(1) The first stage of processing is the determination of program eligibility. At this point verification of disability or handicap is needed only to determine eligibility for a unit with accessible features or units in properties designated for use by special populations. In addition, a verification of disability will also be needed where an applicant claims deductions for income specific to them status as an elderly/disabled household.

(2) For admission to certain properties, "disabled family" status is required to meet the eligibility criterion related to that property (besides qualifying the member for a special deduction in rent computation and conferring a preference in assigning units in designated buildings). Once an applicant has been determined to have a disability or handicap, no further reference should be made to that fact unless the application reaches the third stage of processing.

b) Stage 2: Applying the applicant selection criteria (applies to all applicants)

(1) The second stage of processing is applying the applicant selection criteria contained in this procedure. Thus, an applicant who happens to have a disability or handicap but is able to demonstrate a history of meeting financial obligations, caring for a rental unit, avoiding disturbing neighbors and destroying property, eschewing criminal behavior, and, if necessary, ability to comply with SFHA's lease, would be recommended for admission with no further reference to or consideration of any disability or handicap. Neither mitigating circumstances nor reasonable accommodations will be an issue for any applicant who passes the applicant selection criteria.

c) Stage 3: Seeking mitigating circumstances or reasonable accommodation (for applicants with disabilities only)

(1) The third stage of processing would only come into play if an applicant could not meet one or more of the applicant selection criteria discussed in these procedures. At this point, applicants with disabilities or handicaps are entitled to considerations of reasonable accommodations.

(2) Prior to issuance of a Notice of Rejection, staff will hold a follow-up meeting, with any applicant known to have a disability or handicap who cannot meet one or more of the applicant screening criteria. The purpose of the follow-up meeting is to determine whether it is possible to admit the applicant through consideration of mitigating circumstances (available to all SFHA applicants) or by applying reasonable accommodation (available only to applicants with disabilities).

(3) Mitigating circumstances are facts relating to the applicant's record of unsuitable rental history or behavior, which, when verified, would indicate both:

i. The reason for the unsuitable rental history and/or behavior; and

ii. That the reason for the unsuitable rental history and behavior is no longer in effect or is under control and applicant's prospect for lease compliance is an acceptable one, justifying admission. Mitigating circumstances would overcome or outweigh information already gathered in the resident screening process.

For example, if an applicant's previous history of disturbing neighbors was very poor, but his recent behavior was much improved, SFHA could consider this mitigating circumstance. Applicants have a responsibility to provide credible evidence to document the improvement if the file contains only data about the former problems. SFHA, with the applicant's cooperation, will seek third party verification of applicant claims of improved behavior.

(4) If the evidence of mitigating circumstances presented by the applicant relates to a change in medical conditions or course of treatment, SFHA shall have the right to refer such information, subject to the applicant's authorization, to persons qualified to evaluate the evidence and verify the mitigating circumstance

(5) SFHA shall also have the right to request further information reasonably needed to verify mitigating circumstance. Such inquiries will be limited to the information necessary to verify the mitigating circumstances or reasonable accommodation. (See below.) If the applicant refuses to provide further information, SFHA will give no further consideration to the mitigating circumstance.

(6) Screening personnel must keep in mind that an applicant with a handicap or disability who may, for example, be unable to care for a current apartment alone, may still qualify as able to comply with the lease if he or she can demonstrate that assistance with caring for the unit has been secured. Such assistance could be in the form of a Live-in Aide, or it could be a friend, family member, chore service or employee of the applicant. It is not the province of the SFHA to make judgments about the best way to provide assistance, but simply to determine whether the assistance will enable the applicant to meet the screening criteria.

(7) If some form of assistance is needed to enable an applicant to comply fully with the lease terms, screening staff should obtain verifications that such assistance is available to the applicant.

4. Reasonable accommodations for applicants with disabilities (disability status subject to verification)

a) If no mitigating circumstances exist that satisfy SFHA's applicant selection criteria, the SFHA must consider reasonable accommodations requested by the applicant or structural modifications that SFHA could make to eliminate administrative or architectural barriers to housing the applicant.

b) Reasonable accommodations may take the form, of changes in rules, policies, practices, or services (if provided by the SFHA), when such accommodations are necessary to afford a person with disabilities equal opportunity to participate in the program or to use and enjoy a SFHA dwelling unit, including public and common use areas. For example, approving an applicant for a larger unit (waiving the unit occupancy standards) to permit occupancy by a live-in aide who would assist the applicant with some aspect of lease compliance the applicant could not otherwise achieve.

c) Structural changes include physical changes made to the unit, building, development or grounds.

d) Accommodations or structural modifications, to be considered reasonable, must not cause undue financial or administrative burdens or an alteration in the fundamental nature of SFHA's public housing program. If a service is necessary for compliance with the lease, SFHA cannot be required to provide it to an applicant with a disability if it is not provided to other residents; but the SFHA must consider admitting that applicant if he or she can document that the service will be provided by others at no cost to the SFHA.

5. Screening and substance abusers - see Part C 3 of this Section.

6. Rejecting applicants with disabilities - Any applicant with a disability or handicap who cannot meet the applicant screening criteria taking into account possible mitigating circumstances, reasonable accommodations by the SFHA, or services needed for lease compliance verified to be provided to the applicant by others, must be rejected.

VI. TENANT SELECTION AND ASSIGNMENT PLAN

The SFHA will offer one (1) offer of a public housing unit to each applicant approved for the public housing program. The sequence of unit offers will be based upon date and time the application is received, type and size of unit needed and selected by the family, and factors affecting preference or priority that are consistent with the objectives of Titles VI of the Civil Rights Act of 1964 and Title VIII of the Civil Rights Act of 1968 and the HUD regulations and requirements pursuant thereto [24 CFR 1.4(b) (2) (ii) and 100; QHWRA, Sec. 525].

A. Preference Point System

The SFHA has allocated points for each local preference as follows:

Working 32 hours	*4* points
Working 20 hours or in education/training	*2* points
Veterans	*2* points
Victims of Domestic Violence	*2* points
Rent Burden (paying more than 50% for rent)	*4* points
Substandard Housing	*2* points
Homeless and/or Displaced	*2* points
Residents of/Work in City of San Francisco	*4* points

B. Waiting List and Offers of Housing

1. All registrations (pre-applications) are time and date stamped upon receipt by the Eligibility Department. Applicants will be placed on the appropriate waiting list(s) by date and time of application and any applicable local preferences.

   a) For example, a family may choose to be on both the two-bedroom waiting list and the three-bedroom waiting list if the family meets the Occupancy Standards criteria for both bedroom sizes.

2. SFHA will monitor the waiting list and schedule applicant interviews based on projected turnover. The objective is to maintain a ready pool of eligible and suitable applicants to which offers of housing will be made. SFHA may permit private management companies to conduct eligibility and suitability screening.

3. This assignment plan will be maintained in a central location, the Eligibility Department.

4. Eligibility staff will regularly check and ensure that verifications for preferences, income and family composition are current within 90 days for approved ("Applicants to be Referred") families near the top of the waiting list.

5. In the process of making unit offers, the Eligibility Department will first refer to the "Applicants to be Referred" list.

   a) The Eligibility Department will ensure that all approved applicants are placed on the "Applicants to be Referred" list.

      (1) For example, 3-bedroom elderly or disabled families shall be placed on the 3-bedroom general occupancy (family) list if there are no 3-bedroom units in elderly/disabled developments.

      (2) Families needing wheelchair accessible units or other accessibility features shall be indicated on the "Applicants to be Referred" list, and shall be listed in preference order with all other applicants.

      (3) Families needing a downstairs unit will be indicated on the "Applicants to be Referred" list.

6. Eligibility Staff will next refer to the "Vacant Unit Analysis Report" when making unit offers.

   a) Eligibility staff will ensure that all units, vacant and expected to become vacant, are on this list, in chronological order (unit vacant longest is listed first)

   b) Codes on the "Vacant Unit Analysis Report" shall clearly indicate which units are ready for referral (i.e., units not undergoing extensive modernization or casualty damage, in litigation, or other condition expected to keep the unit uninhabitable for two or more months). *NOTE:* Good communication processes and protocols between management and maintenance shall be given high priority.

   c) The fields on the "Vacant Unit Analysis Report" indicating "Estimate Ready" and "Actual Ready" shall be updated daily, as required.

   d) Only units on the "Vacant Unit Analysis Report" that are ready or expected to be ready within two months shall be referred.

7. Eligibility staff will next refer to the "outstanding offers"

   a) Eligibility staff shall ensure that elderly/disabled families needing a 3-bedroom or larger unit are offered appropriately sized units in general occupancy (family) developments in correct preference/date order, if there are no units of that bedroom size in Mixed Population (elderly/disabled) developments.

b) For Mixed Population developments, only families coded "E" (elderly/disabled) will be selected.

c) Eligibility staff shall ensure that "Applicants to be Referred" list is clearly coded for families needing downstairs units only, wheelchair accessibility, or other accessibility features, and will refer to applicant file before making referrals.

(1) For example, an upstairs unit will not be offered to a family who indicated that they must have a downstairs unit.

(2) See "Occupancy of Dwelling Units with Accessible or Adaptable Feature" for order of offers of accessible units.

d) Families needing wheelchair accessibility units will be offered the next available public housing unit (see good cause for refusal).

8. Eligibility staff will place a telephone call to the first applicant at the top of "Applicants to be Referred" list, of the appropriate bedroom size, to offer that applicant the unit at the top of the "Vacant Unit Analysis Report"

a) "Top of list" is defined as the applicant with the highest preference points and the oldest application date.

(1) For example, an applicant who applied for public housing in 1998 but was approved in 2001 would be higher on the list than an applicant with the same preference points who applied for public housing in 1999 but was approved in 2000.

b) The eligibility staff shall send the offer letter out the same day, with offer of the specific unit, requiring applicant to accept or reject within five (5) days.

c) Staff shall input the date of unit offer in the "Outstanding Offers" report.

9. Eligibility staff will place a telephone call to the second applicant at top of "Applicants to be Referred" list, of the appropriate bedroom size, to offer 2nd unit at top of "Vacant Unit Analysis Report.

a) Staff shall send offer letter out same day, with offer of specific unit.

b) That day's date will be entered in the "Outstanding Offers" report.

10. Eligibility staff will refer each vacant or expected-to-be vacant unit out every five (5) days

a) If the date the unit on this list was offered is *five* days from this day, the unit will be offered again.

(1) For example, if date unit offered indicates "11/03/01", the unit will be offered again on "11/08/01"

(2) If date unit offered indicates "11/15/01, the unit will be offered again on "11/20/01"

11. Staff shall continue offering units following procedure above until unit is accepted and leased.

12. Applicants who do not respond to the unit offer letter within five (5) working days of the date of the notice will be considered "non-responsive" and withdrawn from all waiting lists.

13. If applicant accepts the offer by phone, eligibility staff will send letter, confirming acceptance of unit.

14. SFHA will maintain records of units offered, including location, date, and circumstances of each offer, and each acceptance or refusal, including the reason for the refusal. The Eligibility Department *must* record this information in CCS for the purpose of identifying "hard to market" units.

C. Acceptance or Rejection of Offer

1. After accepting the offer of housing, the applicant will be shown a vacant unit in their selected location. Units and applicants are matched based on the size and type of housing required by an applicant, taking into account priorities for accessibility and allocation plans. If more than one unit of the appropriate size and type is available, the first unit offered to the applicant will be the first unit ready with the oldest vacancy date.

2. If an applicant declines the offer of housing (without "good cause"), or does not respond to the offer of housing, their name will be placed at the bottom the waiting list. The Eligibility Department will do so by changing the date and time of application from the original date to the date and time of the refusal of housing.

3. If an applicant is willing to accept the unit offered but is unable to move at the time of the offer or if acceptance of the offer of a suitable vacancy will result in undue hardship not related to considerations of race, color, sex, religion, disability, or national origin, the applicant will keep their place on the waiting list [24 CFR 1.4 (b)(2)(ii) & (iii)]. The applicant must be able to document that the hardship claimed is "good cause" for refusing an offer of housing. Where "good cause" is verified to SFHA's satisfaction, the refusal of the offer *shall not require* that the applicant be dropped to the bottom of all waiting lists or otherwise affect the family's position on any waiting list. [24 CFR 85.42].

4. Examples of good cause reasons for the refusal of an offer of housing (public housing or alternative housing opportunity) include, but are not limited to:

   a) The unit is not of appropriate size or type

   b) Inaccessibility to source of employment, education, or job training that would require an adult household member to quit a job, drop out of an educational institution, or job training program. Or inaccessibility to children's day care or educational program that would take a child out of day care or an educational program;

   c) Presence of lead paint in the unit offered when the applicant has children under the age specified by current law;

d) The family demonstrates to SFHA's satisfaction that accepting the offer will place a family member's life, health, or safety in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency or a threat assessment that verifies danger from criminal activity. Reasons offered must be specific to the family (e.g. hate crimes). Refusals due to location alone are not good cause;

e) The unit is inappropriate for the applicant's disabilities, or the family does not need the accessible features in the unit offered and does not want to be subject to a 30-day notice to move.

5. Examples of good cause related to an applicant's willingness to accept an offer but inability to move at the time of the offer include:

a) A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (each as listed on final application) or live-in aide necessary to the care of the principal household member;

b) The family head, spouse or sole member is serving on an impaneled jury.

D. Housing Transfers and the Offering of Units

Three of the four types of transfers will take priority over new admissions: Priority (Emergency), Administrative Transfers and Resident-Initiated Transfers will be offered housing before new admissions. See Transfer Policy, Section VIII of this document.

E. Occupancy of Dwelling Units with Accessible or Adaptable Features

1. Units with accessible or adaptable features will be first offered to current residents in need of the units' features before offering such a unit to an applicant with a disability.

2. Offers of housing for all accessible or adaptable units will first be made to current residents having a disability that requires the special features of the vacant unit. (In effect, a transfer of the occupant with disabilities from a non-adapted unit to the vacant accessible/adapted unit).

3. If there is no current resident in need of the unit, the unit will be offered to an eligible applicant having a disability that requires the special features of the vacant unit [24 CFR 8.27 (a) (1) (2) and (b)].

4. If there is no such applicant and the SFHA offers the unit to an applicant without a disability, SFHA will require the applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit. This requirement will be reflected in the lease agreement signed with the applicant [24 CFR 8.27 (a) (1) (2) and (b)].

F. Offering of Designated Units

1. Designated units will be first offered to applicants whose household characteristics "match" those of the vacant unit available.

2. By matching unit and family characteristics, families lower on the waiting list may receive an offer of housing ahead of families higher on the list with an earlier application date.

3. If there are no "matching" families on the waiting list, the unit will be offered to the family at the top of the waiting list for the appropriate bedroom size, according to the following rule: applicants that are elderly, have a disability, are displaced, or near-elderly family will be given occupancy preference over a single person applicant who is not an elderly, have a disability, displaced, or near-elderly person. This preference exists regardless of the single person applicant's date of application [24 CFR 5.405(b)].

VII. LEASING AND OCCUPANCY OF DWELLING UNITS

A. Showing Units Prior to Leasing

1. When offering placement in a development, SFHA will provide the applicant with information describing the property and neighborhood. Eligibility staff will be familiar with SFHA's housing sites. If the offer of housing is accepted by the applicant, the development's property manager will be advised of the offer by Eligibility staff, and the date and time when the applicant will view the unit to be leased or a comparable unit.

2. Managers will only show and lease units of the appropriate size and type. If the applicant accepts the unit, the manager will verify when the unit will be ready for occupancy and execute a lease. If the applicant refuses the unit, a signed reason for refusal must be obtained from the applicant. The refusal form is then sent to Eligibility for a "good cause" determination (see Paragraph C of this section for definition of good cause). No lease will have an effective date before the unit is ready for occupancy [24 CFR 966,4 (i)].

B. Unit Inspection

Before a family is admitted into a unit, the Property Manager and the family shall physically inspect the unit. This is to assure that the unit meets minimum habitability requirements, pursuant to state law, and to jointly establish the initial physical condition of the unit. The Property Manager will furnish the family with a written statement of the condition of the unit and the equipment provided with the unit. The statement shall be signed by the Property Manager and the family and a copy of the statement will be kept in the client file. Subsequent damages, except for normal wear and tear or a verifiable act of God, will be deemed as tenant damage by either the family or its guest(s).

C. General Leasing Policy

1. Units will be leased without regard to the race, religion, sex, age, national origin, disability or familial status of applicants, except as specifically provided herein.

2. All SFHA units will be occupied pursuant to a signed SFHA *Residential Lease Agreement and Contract* that complies with HUD's regulations. [24 CFR Part 966]

3. The lease shall be signed by the head, co-head, and all other adult members of the household and by the Executive Director or other authorized SFHA representative, prior to actual admission. [24 CFR 966.4 (p)]

4. Changes in family composition, income, or status or if a disability occurs between the time of the eligibility interview and the leasing of the unit will be processed at the Eligibility Department. Changes occurring between annual re-examinations will be processed at the developments.

5. If a resident transfers from one SFHA unit to another, a new lease will be executed for the dwelling into which the family moves. [24 CFR 966.4 (c)(3)]

6. If at any time during the life of the lease agreement and contract, a change in the resident's status results in the need for changing or amending any provision of the lease, either:

   a) A new lease contract will be executed;

   b) A Notice of Rent Adjustment will be executed; or

   c) An appropriate rider will be prepared and made a part of the existing lease, or appropriate insertions will be made within the lease. All copies of such riders or insertions are to be dated and signed by the resident and by the Executive Director or other authorized SFHA representative. [24 CFR 966.4]

7. Housing Management will provide Eligibility with appropriate notice as to the date units will be vacant and ready by using the designated computer system and coding. Modernization and Redevelopment will also advise Eligibility in writing on available vacant and ready units.

D. Security Deposit Policy

1. It is the desire of the authority to establish a security deposit policy which encourages the families to take better care of their units, to reduce authority expenditures for renovation of units, to reduces the number of residents vacating without notice, to reduce accounts receivable for residents who leave owing unpaid balances, and to reduce the collection and collection agency fees for vacated residents.

2. For this reason, the amount of the Security deposit owed by the family shall be the greater of one (1) month's gross rent, or $100.00. The full amount of the security deposit shall be due and payable at admission. In situations of financial hardship, the resident and the authority may enter into an agreement to pay the security deposit in installment payments until the deposit is paid in full.

3. The authority shall be under no obligation to maintain any security deposit in segregated accounts apart from its general rent collection account *in compliance with California statutes.*

4. The security deposit shall not be used for rent or any other fee or monies owed by the resident to authority while the resident remains in public housing.

5. The security deposit shall be returned to the resident within 3 weeks after all occupants of the resident's unit have vacated, less legitimate charges or deductions. A statement of charges or deductions will be provided to the resident along with the remainder of the security deposit.

6. No waiver of this policy is permitted without the review and written approval of the Executive Director, or his/her appointed designee.

E. Resident Charges

1. Along with resident rent, the authority may also impose other charges as permitted by law. Common among them are maintenance charges for damages caused by the family of its guest, late payment charges, excess utility usage charges, legal charges and other as may be deemed necessary.

2. Failure of the family to pay any of the charges, when due and payable, shall be a basis for eviction under the dwelling lease consistent with the termination provisions of 24 CFR, Parts 966.4 and 942.27

3. Prior to implementing any new charges, the authority shall give adequate administrative and legal notice as maybe required by law.

VIII. TRANSFER POLICY

The San Francisco Housing Authority will implement this policy to transfer a SFHA household from the household's current unit to another unit of suitable size and type. **SFHA does not guarantee that an approved transfer will occur within a resident's original development.** Transfers will be granted without regard to the race, religion, sex, age, national origin, disability or familial status of residents. Families approved for a transfer will receive one offer of housing[12]; failure to accept the initial offer will result in withdrawal from the transfer waiting list and possible lease termination.

A. Types of Transfers

SFHA has three types of transfers, as described below:

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[12] Except for families who must relocate due to revitalization and development efforts, such as HOPE VI development. These families are offered up to three units. Please refer to SFHA's HOPE VI policies for more specific detail.

1. Priority Transfers – A priority transfer will be implemented when unit or building conditions pose an immediate threat to resident life, health, or safety. A priority transfer can be initiated by either the Authority or the resident, and must be documented and confirmed by the Authority or in a legal proceeding.

   a) *SFHA-Initiated Priority Transfers* – Transfers that occur when a dwelling unit has been damaged by a fire, flood, or other cause(s) to such a degree that the unit is not habitable and has such extensive damage that temporary relocation is not cost effective for SFHA. The Authority is not required to give prior notice in the event that a priority transfer must occur, and a tenant's refusal to comply with a SFHA-initiated priority transfer can be grounds for lease termination.

   b) *Resident-Initiated Priority Transfers* – Upon request by the resident, priority transfers may be used to alleviate verified medical problems of a *life-threatening* nature, such as emergency medical and/or disability needs (including accessibility) that cannot be accommodated in the current dwelling unit, or to protect household members from an immediate threat to the life of a family member from one of the following set of circumstances:

      (1) A member of the family is a victim of domestic violence and the perpetrator is legally on the lease.

      (2) A family member is a witness to a crime as a result of which their relocation has been deemed necessary for their protection by either the District Attorney's office or the San Francisco Police Department.

      (3) A family member is the victim of a hate crime.

         (a) A hate crime is defined as a criminal act in which hostility or negative attitude toward, or prejudice against, any group or individual due to race, color, ethnicity/national origin, religion, gender, sexual orientation, or handicap is the motivating factor.

         (b) Indicators for hate crimes include, but are not limited to, the following:

            - The offender and the victim were of different racial, ethnic/national origin, gender, sexual orientation, or handicap groups.
            - Oral comments, written statements, or gestures were made by the offender, which indicate his/her bias.
            - Drawings, markings, symbols, or graffiti were left at the scene of an incident or anywhere on or about SFHA property.
            - Certain objects, items, or things, which indicate bias, were used or left behind by the offender(s).
            - The victim is a member of a racial, ethnic/national origin, gender, sexual orientation, or handicap group that is outnumbered by members of another group in that area where the victim lives and/or the incident occurs.
            - The victim was visiting a location where previous civil rights

violations had been committed against other members of his/her racial, ethnic/national origin, gender, sexual orientation, or handicap group.

- Victims or witnesses perceive that the incident was motivated by bias.
- The victim was engaged in activities promoting a racial, ethnic/national origin, gender, sexual orientation, or handicap group.
- The incident coincided with a holiday relating to, or a date of particular importance to, a racial, ethnic/national origin, gender, sexual orientation, or handicap group.
- The offender was previously involved in a similar incident with, or is a member of or associated with, a hate group.
- A historically established animosity exists between the victim's group and the offender's group.
- The victim was in the company of, married to, or dating, a member of a targeted group.
- The victim has received harassing mail or phone calls or has been the victim of verbal abuse based on his/her affiliation with a targeted group.

(4) A family member is a victim of a violent crime other than a hate crime or domestic violence.

SFHA will not approve a priority transfer if the transfer will not resolve the emergency situation. Placement on the priority transfer list requires third-party corroboration of all material facts supporting the application. Third-party corroboration includes, but is not limited to, the following:

a) Police reports and investigations by SFHA staff, which includes discussion with attending police officers. The evidence must substantially show that the family is in an immediate, life-threatening situation and that a priority transfer would substantially abate the problem.

b) If the priority is medical, it must be verified that the family's continued residency in their current dwelling will be exacerbated a preexisting physical or mental condition into a life-threatening condition.

c) A temporary restraining order against the perpetrator

d) Transitional residency at a shelter due to victimization caused by domestic violence

In the event that a priority transfer must occur and no units are available within 30 days, a Section 8 voucher may be issued (if available) or residents may be directed to contact their local Red Cross for temporary housing. Under certain circumstances, SFHA may elect to put a family in a unit specially reserved for emergency relocations, or the Authority may finance a hotel room for the family to reside until a unit can be made available.

2. Administrative Transfers – An administrative transfer will be implemented for the purposes of building revitalization, such as HOPE VI redevelopment and other modernization activities, or adjustments made for overcrowded or over-housed living conditions. All administrative transfers are **mandatory**; a tenant's failure to comply with an administrative transfer will initiate the lease termination process.

3. Resident-Initiated Non-Priority Transfers – Resident-initiated non-priority transfers are available to residents in good standing and who have resided in a development for at least 12 months. *Outstanding lease violations and delinquent rent may disqualify a resident's application for transfer.* Resident-initiated non-priority transfers may occur when either one or more of the following criteria is sufficiently documented:

   a) The dwelling unit is unsuitable because of an undue medical hardship (other than which would qualify under a Priority request) that is expected to be long standing (more than one year) and which cannot be accommodated in the unit.

   b) A compassionate transfer would accommodate a family's need to be close to another family member with a serious medical condition.

   c) The location of an employer, childcare, or medical treatment creates an undue hardship on the family as determined by SFHA.

   d) The unit is not an appropriate size (for under-housed residents only).

   Documentation to verify these situations varies and is left to the discretion of SFHA, depending on the situation.

B. Transfer Process

1. SFHA Initiation – Transfers may be SFHA-initiated or resident-requested as explained in Section A above. In the event that SFHA identifies the need to transfer a tenant due to an emergency or administrative need, the Eligibility Department will notify the tenant in writing to facilitate the transfer process. Agency staff will perform the required collaboration to facilitate and document the process, in accordance with all HUD, State and local guidelines.

2. Tenant Initiated – If a tenant identifies a need to transfer, the tenant may initiate the transfer by filling out a Transfer Request Form and submitting the form to their property manager. Upon receipt of the transfer request, the property manager will time and date stamp the request, and enter the request into a tracking log.

   Processing a Transfer Request – The property manager shall review all requests for transfer within two business days of receipt to determine what, if any, additional documentation may be supplied by the family. To assist with the request process, the property manager will discuss with the resident what documentation is still needed, and refer the resident to the information on the back of the application form[13].

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[13] Neither the Property Manager nor the Area Manager is responsible for approving the transfer request. This is the responsibility of the Eligibility Department. All requests for transfer, regardless of the nature of the request or the extent to which the request is supported, are to be referred to the Eligibility Department for approval.

The property manager will then forward the request to the District Office within two business days. The District Director will verify that the transfer request is complete, and will record the request in a tracking log and forward the request to the Eligibility Department within two business days.

The Eligibility Department will review the transfer request and render a decision within ten (10) business days. During this time, the Eligibility Department may or may not be required to make further inquiry to verify supporting documentation. Eligibility for all transfers will be determined using the same criteria that is used to screen new applicants.

Once a resident-requested transfer request has been approved, the Eligibility Department will determine whether the transfer shall be a priority resident-requested or non-priority resident-requested transfer. At this time, the family will be notified in writing by the Eligibility Department and placed on the appropriate transfer list. A copy of the written notification shall be forwarded to the property manager and kept in the tenant's files.

If the Eligibility Department does not approve the transfer request, the family will be informed in writing of the specific reason(s) and provided the opportunity to appeal the decision. Appeals must be initiated within 15 business days from receipt of notice. If an appeal is requested, the Eligibility Department will review all information and inform the resident of its decision within 15 days of receipt of the request for appeal. If SFHA upholds its decision to deny the transfer request, the resident has the right to request a Fair Hearing as outlined in the *Grievance Policy.*

C. Transfer Waiting Lists

SFHA's Eligibility Department shall maintain separate transfer lists of families determined to be eligible for a transfer under the criteria outlined above. Families on each transfer list will be ranked by the date and time their transfer request was received by the property office. Transfer lists include:

- Priority Public Housing (SFHA-initiated and resident-requested)
- Priority Section 8 (SFHA-initiated and resident-requested)
- Administrative Relocations for Revitalization and Modernization[14]
- Administrative Overhoused and Administrative Underhoused
- Resident-Requested Non-priority Transfers

All vacancy turnover units and new units on line shall be offered first to families approved for a priority transfer. If no family is identified on the priority list, the vacant unit will be offered to the first family on the subsequent transfer list, in the following order: Administrative Relocations, Administrative Overhoused, and Resident-Requested Non-priorities.

When necessary and without notice, SFHA reserves the right to offer units to Administrative

[14] HOPE VI includes separate lists for relocation and re-occupancy for each revitalization project

transfers **before** offering units to families on the priority transfer lists.

All transfer lists shall be maintained on the basis for each bedroom size, as stated in Section IV above.

D. Refusal of Transfer Offer

All families will be offered the first available and suitable dwelling for transfer, except in the case of a HOPE VI relocation. Families will not be offered a transfer close to or within their development in cases where the transfer is in response to a life-threatening situation such as domestic violence, witness protection, or where other similar threats exist.

Families have the right to refuse an offer if they are able to document *good cause* for refusal of the unit. Examples of good cause include, but are not limited to:

1. The unit is not of appropriate size or type.

2. Inaccessibility to the source of employment, education, or job training that would require an adult household member to quit a job, drop out of an educational institution, or a job training program. The tenant must document this refusal with a letter from the employer, school, or job training center stating that the new unit would prohibit access to the services of that agency.

3. Inaccessibility to a child's day care or educational program that would take the child out of the day care or educational program. The tenant must document this refusal with a letter from the day care center or educational center stating that the new unit would prohibit access to the services of that agency.

4. Presence of lead paint in the unit offered when the applicant has children under the age specified by current law.

5. The family demonstrates to the Authority's satisfaction that accepting the offer will place a family member's life, health, or safety in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, risk assessments related to witness protection from a law enforcement agency, or a threat assessment that verifies danger from a criminal activity.

6. The unit is inappropriate for the applicant's disabilities (documented by a certified health professional), or the family does not need the accessible features in the unit offered and does not want to be subject to a 30-day notice to move.

Good cause must be sufficiently documented. All documentation of a good cause for refusal of an offer must be provided to the Eligibility Department. Failure to provide good cause will be handled as follows:

- For priority transfers, any resident who refuses an offer of transfer housing without good cause (as defined above) will be removed from the transfer waiting list and may not apply for another transfer for at least twelve (12) months from the date of the transfer offer.

- For administrative transfers, any resident who refuses an offer of transfer housing and the refusal does not meet the definition of good cause, SFHA will issue a 30-day notice of lease termination.
- For resident-requested non-priority transfers, any resident who refuses an offer of transfer housing without good cause will be removed from the transfer waiting list and may not apply for another transfer for at least twelve (12) months from the date of the transfer offer.

E. Processing Transfers

Transfers will be process as follows:

1. Transfers will not affect the effective date of an annual recertification.
2. There will be no lapsed time between move-out and move-in. Effective dates must not overlap nor will both projects carry the resident on their books at the same time.
   a) The losing property manager shall check the old unit after 48 hours. If the unit appears to be abandoned, SFHA will follow State or local laws regarding posting notice and storage.
   b) If the keys to the old unit are not received within two days, the resident will be contracted for additional charges.
   c) The gaining property manager shall **fax** a copy of the executed lease to the losing property manager on the date the lease is executed.
   d) The losing property manager will accumulate rental charges beginning two days from the date of the move from the losing development.
3. SFHA will not require a new security deposit for families transferring within SFHA public housing. Security deposits will always be transferred from the losing development to the gaining development.
4. The resident will be billed for any charges that occur as a result of the resident moving out of the unit. The resident is also responsible for paying any maintenance charges due to SFHA.

F. Security Deposits

1. The SFHA will not require a new security deposit for families transferring within SFHA public housing.
2. Security deposits will always be transferred from the losing development to the gaining development.
3. The resident will be billed for any charges that occur as a result of the resident moving out of the unit. The tenant is responsible for paying any maintenance charges due the SFHA.

G. Witness Protection Program

1. Purpose of the program

   a) The purpose of this program is to assist law enforcement agencies in providing for the safety and security of public housing residents who are formally cooperating with such agencies on criminal investigations or prosecutions. Through this program, the San Francisco Housing Authority will use whatever housing resources are available to relocate cooperating residents to safe housing as quickly as possible.

   b) Nothing in this program shall require the San Francisco Housing Authority to transfer or assign a resident in violation of any federal, state, or local law, or in contravention of any policy or regulation of HUD.

2. Definitions

   a) Resident: Any person identified as a resident or co-resident on a dwelling lease with the San Francisco Housing Authority, or with any landlord operating within any Section 8 program sponsored by the San Francisco Housing Authority, or any family member or member of the household of such a person, provided that their name also appears on the dwelling lease.

   b) Participating law enforcement agency: Any law enforcement agency with which the San Francisco Housing Authority has entered into a Memorandum of Understanding regarding witness protection and relocation. Such agencies may include, but are not limited to, the San Francisco Police Department, the San Francisco District Attorney's office, The Federal Bureau of Investigation, the U.S. Attorney, the U.S. Department of Justice, or the California State Department of Justice.

   c) Witness protection program: Any formal program maintained by a participating law enforcement agency requiring application by and acceptance of a person assisting, cooperating with, participating with, or testifying for said agency. If no such formal program currently exists, the participating agency may use any established set of requirements or qualifications agreed to by the San Francisco Housing Authority in lieu of such a program, provided that the requirements or qualifications are included in the Memorandum of Understanding.

   d) Agency liaison: Officer or administrator designated by the participating law enforcement agency in the Memorandum of Understanding, or his or her designee, so long as this subsequent designation is in writing, and subject to verification.

   e) Authority liaison: The Executive Director, Chief of Staff/Operations, or Director of Conventional Housing for the San Francisco Housing Authority, or his or her designee, so long as this designation is in writing and subject to verification.

   f) HUD liaison: Official or administrator designated by HUD to assist with this program.

3. Request for transfer or assignment

   a) A request for transfer or assignment may be made by a participating law enforcement agency to the San Francisco Housing Authority in writing on behalf of any resident of the San Francisco Housing Authority accepted into a witness protection program.

   b) In cases of emergencies, an oral request for transfer or assignment may be made, provided that the request is made directly by the agency liaison to the authority liaison, and confirmed by written request within 48 hours.

   c) The San Francisco Housing Authority may process a request for transfer or assignment for a resident who has only provisionally been accepted into a witness protection program, provided that his or her acceptance is effective at the time of transfer or assignment. Under no circumstances will a transfer or assignment under this program be given to a resident who has not been accepted into a witness protection program.

4. Decision on request for transfer or assignment:

   a) The San Francisco Housing Authority will have two business days from the time of the initial request for transfer or assignment to verify the resident's status in San Francisco Housing Authority housing, and to confirm the resident's eligibility for transfer or assignment. If no confirmation is transmitted to the participating law enforcement agency within two business days, it will be presumed that the request has been granted.

   b) If the San Francisco Housing Authority determines that the requesting resident is not eligible under the terms of this program and the Memorandum of Understanding, this determination shall be transmitted to the agency liaison in writing.

   c) Any arrears in rent or damage to the unit occupied by the resident shall be settled or provided for by agreement between the participating law enforcement agency, the resident, and the San Francisco Housing Authority prior to transfer or assignment.

   d) Costs and expenses for moving and relocation shall be determined by agreement between the resident, the participating law enforcement agency, and the San Francisco Housing Authority.

5. Selection of public housing alternatives:

a) A transfer or assignment approved under this program shall be given the highest priority among waiting list participants.

b) The San Francisco Housing Authority shall ***consider available*** housing alternatives for the resident, from available housing resources including, but not limited to:

(1) Transfer or assignment to conventional housing within San Francisco housing Authority property.

(2) Section 8 certificates made available for this specific program

(3) Any certificates or vouchers specifically provided by HUD for this particular program.

(4) Other housing alternatives as may be available to the San Francisco Housing Authority.

c) The ***SFHA will first seek to transfer the resident to an appropriate public housing unit. If an appropriate public housing unit is not available, or is not anticipated to become available, within 30 days from the date of the transfer request, the SFHA will offer a Section 8 voucher as the next option. If the resident so chooses, the household may wait for an appropriate public housing unit to become available.***

d) The San Francisco Housing Authority will rely upon the assistance of HUD, through the HUD liaison, to secure the cooperation of other housing authorities and the federal government in providing as full a range of housing alternatives as possible. This shall include, when possible, additional certificates and vouchers from HUD for specific use in this program.

e) The San Francisco Housing Authority shall also have a special listing of housing alternatives, which can be made available on a short-term basis, including motels or hotels, or other housing arranged for on an emergency basis. Expenses and costs for such short-term housing shall be determined by agreement between the resident, the participating law enforcement agency, and the San Francisco Housing Authority.

H. Confidentiality, Administration and Record keeping

1. All information regarding transfers or assignments under this program shall be kept strictly confidential by the San Francisco Housing Authority. Records under this program will be kept separate from the general records of the San Francisco Housing Authority to the maximum extent possible.

2. Any disputes or conflicts under this program shall be considered and resolved by the agency liaison, the Authority liaison, and the HUD liaison.

3. To the extent possible and subject to any rights of return, SFHA will allow residents in good standing to choose the development to which to transfer when implementing Administrative Transfers for redevelopment or rehabilitation units. The conditions for good standing are: no repayment agreement or unpaid balance at any time in the past year; good credit history with utility companies (when applicable); no criminal activity or history of disturbances that resulted in lease violations or violations as defined in SFHA's *One Strike Policy* (Appendix B) as indicated by notices of lease violation in the resident's file; and a good housekeeping record, as indicated by housekeeping inspection reports in the notice 30 calendar days in advance of the transfer date.

IX. Annual Recertification, Interim Recertification, and Continued Occupancy

A. Recertification Purpose

1. All households will be recertified every year upon the anniversary of their original move-in date. The first annual recertification will be conducted within twelve (12) months of the original move-in date. For example, if a family moves in to the unit on July 7, the annual recertification effective date is July 1 of the following year.

   The purpose of this annual recertification is to update family income information and family composition, to make any necessary changes to the rent, to verify eligibility for continued occupancy, and to renew the SFHA *Residential Lease Agreement and Contract*. [24 CFR 960.209 (a)] Residents will be notified in advance regarding the date of the recertification. At that time, SFHA will advise households of any documents needed for the recertification.

2. The annual recertification process will begin ninety (90) days prior to the recertification effective date.

B. Recertification Procedures

1. At the time of re-examination, the head and any co-head of the household are required to complete the recertification process as required by HUD.

2. Everyone in the household, aged 18 and older is required to sign the lease and all other required forms.

3. Employment, income, allowances, Social Security numbers, and such other data as is deemed necessary (including income that has been disregarded according to SFHA policy) will be verified and all verified findings will be documented and filed in the resident's folder. [24 CFR 960.257]

4. Verified information will be analyzed and a determination made with respect to:

   a) Family composition: eligibility of the resident as a family or as the remaining member of a family;

b) Unit size required for the family;

c) Rent the family will pay; and

d) Need to transfer the family to a smaller or larger unit, or a unit with accessible features.

5. Income shall be computed in accordance with the definitions and procedures set forth in Section XI of this policy. [24 CFR 5.609]

6. If a family does not show for the first recertification appointment, a letter will be sent rescheduling the appointment. If the rescheduled appointment is not convenient for a compelling reason, the family has three (3) days to notify the property office of a need to reschedule the appointment.

7. Families that fail to show to the second recertification appointment or who fail to respond to a notice of a recertification will be sent a notice of lease violation. Failure to respond to the notice of lease violation will result in termination of the lease. [24 CFR 86.124(c)]

C. Eligibility for Continued Occupancy

1. Households that meet the following criteria will be eligible for continued occupancy:

a) Qualify as a family as defined in Section XII of this policy.

b) Are in full compliance with the resident obligations and responsibilities as described in the *Residential Lease Agreement and Contract* (Appendix D).

c) All family members, age 6 and older, each have Social Security numbers or have certifications on file indicating they have no Social Security number.

d) All members receiving housing assistance are citizens or have eligible immigration status or a mixed family (having at least one family member that has citizenship or eligible immigration status). Every member of a resident family has submitted either a signed declaration of citizenship or evidence eligible immigration status as required by *or a certification of non-contending status*. [24 CFR 912.6]

D. Action Following Recertification

1. If there is any change in rent, a new *Residential Lease Agreement and Contract* will be executed and a "Notice of Rent Adjustment" will be issued. [24 CFR 966.4 (c) & (o)]

2. If any change in the unit size is required, the resident will be placed on a transfer list in accordance with the transfer criteria described in Section V of this policy and moved to an appropriate unit when one becomes available. [24 CFR 966.4 (c)(3)]

E. Interim Recertifications

1. Between annual recertifications, residents must report changes in income to the housing manager within 10 calendar days of the occurrence as described in the lease agreement.

2. *SFHA will conduct an interim recertification for decreases in rent when the household experiences a decrease in income or an increase in allowances or deductions.*

3. SFHA does not conduct interim recertifications for increases in rent unless:

   a) the family composition changes; or

   b) the income disallowance period has ended; or

   c) the family is paying minimum TTP (or minimum rent is exempted due to hardship) and the has an increase in income. Income of families reporting zero income, or families who have had the minimum rent exempted due to hardship, will be reviewed every 90 days.

4. Residents with seasonal or part-time employment of a cyclical nature will be asked for third party documentation of the circumstances of their employment, including start and ending dates.

5. Residents in job training programs, or who are employed as a result of job training, may be eligible for an income disregard.

6. SFHA may process an interim adjustment in rent if at an annual or interim recertification a resident misrepresents the facts upon which the rent is based.

7. Complete justification and verification of the circumstances applicable to rent adjustments must be documented by the resident and approved by the Executive Director or his/her designee. [24 CFR 960.206]

F. Notice of Rent Adjustment

Residents will be sent a "Notice of Rent Adjustment" 30 days prior to any increase in rent. This notice will list the current rent, the new rent, and the effective date of the rent adjustment. Rent may be adjusted as a result of an annual recertification, an interim recertification, or when a change in policies affects the rent calculation (i.e. annual update of ceiling rent).

G. Failure to Report Accurate Information

If the Authority discovers that a resident has misrepresented or failed to report to Management the facts upon which his/her rent is based so that the rent being paid is less than what should have been charged, then the increase in rent will be made retroactive to the first of the month following the month in which the misrepresentation occurred. Failure to report accurate information is also grounds for initiating eviction proceedings in accordance with SFHA's dwelling lease [24 CFR 966.4 (c)(2)].

H. Remaining Family Members and Prior Debt

1. If the head of household moves out of a leased unit and the family members want to continue occupancy of that unit (or another SFHA unit of the appropriate bedroom size), the remaining family members must identify a new head of household who will be subject to suitability and eligibility requirements. Once approved by the Eligibility Department and any outstanding debt is paid, the new head of household will sign a SFHA residential lease.

2. If all adults abandon the unit or die and the only household members remaining in the unit are minors they may maintain the unit only if:

   a) The SFHA will accept the court-appointed guardian to assume the lease provided that all eligibility and suitability criteria are met.

   b) The court-declared emancipated minor meets all the eligibility and suitability criteria

3. Family Re-unification – a former resident whom the courts want reunited w/ his/her children

4. Any outstanding debt owed to the Authority by the former head of household will be addressed as follows:

   a) If the debt cannot be collected from the former head of household (death, incarceration, hospitalization), as a party to the lease, remaining adult family members 18 years of age or older will be responsible for arrearages incurred by the former head of house.

   b) The SFHA will not hold remaining family members responsible for any portion of the arrearage incurred prior to the remaining member attaining age 18. Example: the new head of house and only adult member of household recently turned 18 years. The new head of house is not responsible for the portion of the debt owed prior to his/her 18th birthday.

   c) Remaining family members under age 18 shall not be held responsible for the rent arrearages incurred by the former head of household.

   d) Except as required above, a new head of household added to the Lease will not be charged for any arrearage incurred by the former head of household.

   e) If the Lease held by the new head of the household is an extension of occupancy under a prior lease(s) with the SFHA, any amounts due under the prior lease(s) may be charged and collected as if the amounts were incurred under the current lease (debt follows the head of the household).

   f) When disputes arise between a resident and the Authority concerning an action taken by the Authority to collect a prior debt as outlined in this paragraph, residents will have the opportunity to resolve this dispute through a grievance hearing according to the SFHA's *Resident Grievance Procedures*. [24 CFR 966.50]

5. Any outstanding credit due to the resident will be addressed as follows:

a) A credit balance that is equal to, or less than, twelve months rent (based on the current monthly rent amount) will be carried as a balance on the resident's account until the credit is exhausted.

b) If the credit balance that is more than twelve months rent (based on the current monthly rent amount), the resident will be paid a refund for the amount exceeding 12 months rent. The amount equal to 12 months rent will be carried as a balance on the resident's account until the credit is exhausted.

c) If the tenant vacates the unit with a credit balance, the SFHA will refund the entire balance, less any charges for damages to the unit by the resident that exceed normal wear and tear, within 30 days of the vacate.

I. Temporarily and Permanently Absent Family Members

1. If any family member is gone, or expected to be gone, longer than 15 days, the family must notify property manager.

2. Family member who is absent more than a total of 90 days in any one-year period shall be considered permanently absent. Reasonable accommodation for serious medical reasons will be considered.

3. If an entire family that is listed on the lease is absent more than a total of 90 days in any one-year period, the unit will not be considered the family's primary residence. This is a material violation of the lease and they will be subject to the lease termination process.

J. Lease Revision and Modification

1. The SFHA may revise or modify the lease at any time during the lease term:

   a) So long as the SFHA follows the requirements of notice to tenants and resident organization; and

   b) Considers their comments before adopting any new lease form..

2. Lease amendments must be accepted by households or the SFHA can terminate the lease if:

   a) Tenant refuses to accept a revision to the lease after being given at least 60 days notice of its proposed effect; and

   b) If the tenant is allowed reasonable time to respond to the offer.

K. Unit Inspections

1. Each year, the SFHA shall schedule and perform a physical inspection of each dwelling unit. The purpose of the inspection is to assess its physical condition and to perform preventive maintenance work, as warranted. Such repairs made on a timely basis will alleviate more extensive work necessitated by deferred maintenance. Damages found during the inspection which were caused by negligent actions of the family or its guest(s), shall be charged to the family based on the latest Resident Maintenance Charge List. No charge shall be made if the repair was precipitated by:

a) Normal wear and tear, or

b) A verifiable act of God

2. The Property Manager shall conduct a Housekeeping inspection once a year. Residents who are in violation of housekeeping standards will be required to correct the deficiency. The Housekeeping standards shall include, but not be limited to:

a) conditions in the living room, kitchen, bathroom, and bedrooms;

b) conditions of entryways, halls, and yards;

c) cleanliness of all areas;

d) general care of furniture, windows, doors, and cabinets;

e) evidence of destruction of SFHA property;

f) unauthorized occupants;

g) evidence of criminal activity;

h) conditions inconsistent with move-in inspection.

Failure to correct the deficiency will result in termination of the Lease.

L. Additions to the Household and Visitors

1. Only those persons listed on the most recent lease or certification form shall be permitted to occupy a dwelling unit. [24 CFR 960.209 (b) and 966.4 9 (a) (2)] Except for births to or adoptions by family members, any family seeking to add a new member must request approval in writing prior to the new member occupying the unit. [24 CFR 966.4 (f)(3) & (c)(2)] SFHA will not unreasonably withhold such approval.

2. Following the receipt of a family's request for approval to add a new person to the lease, SFHA will conduct a pre-admission screening of the proposed new member. The results of screening shall be used to determine whether the SFHA will approve the admission of the new member

3. In accordance with state law, certain criminal or arrest information for household members under the age of 18 years is not available (exception: emancipated minor). This does not preclude SFHA from using such information when a household member under the age of 18 years is being prosecuted as an adult under the law. This provision is subject to change, should the State or City modify its laws concerning the availability of police or court records for juvenile offenders.

4. Examples of situations when an additional family member is added to the household:

a) Resident requests to add a new spouse ***or co-head*** to the lease.

b) Resident requests to take in a ***long-term placement*** foster child(ren); however, a transfer to a larger bedroom size will not be granted in this case.

c) Resident requests to employ a live-in aide. Definition of a live-in aide: Someone who lives with an elderly, near-elderly, or disabled person who:

(1) Is determined by the PHA to be essential to the care and well-being of the person(s),

(2) Is not obligated for support of the person(s), and

(3) Would not otherwise be living in the unit. Live-in aide must be certified by a knowledgeable, licensed professional

A transfer to a larger bedroom size will not be granted in this case *unless the addition of a live-in aide causes the family to be under-housed according to the SFHA occupancy standards.*

d) Resident requests to add an adult family member (over 18) when the adult family member meets the HUD definition of disability and is medically dependent on the head of household *or spouse or if an adult family member is added to assist the head of household or spouse because s/he is medically dependent on the adult family member.*

e) Except for paragraphs c) or d) above, an adult family member who was previously on the family's lease will not be re-added to the lease.

f) An adult assumes responsibility as the head of house for a family, whose remaining family member(s) is under 18 (and is not an emancipated minor(s).

5. Residents who fail to notify SFHA of additions to the household or who permit persons to join the household without undergoing screening are in violation of the lease. Such persons will be considered unauthorized occupants by SFHA and the entire household will be subject to retroactive rent charges or eviction. [24 CFR 966.4 (f)(3)]

6. If a guest or family member stays with a resident household longer than 14 consecutive days, management must be notified. . Violation of this provision is grounds for termination of the lease.

7. Residents are not permitted to allow roomers and lodgers to occupy a dwelling unit. Violation of this provision is grounds for termination of the lease. [24 CFR 966.4 (f) (2)]

8. Residents shall not allow a former resident of SFHA who has been evicted for serious violation of a material term of the lease to occupy the unit for any period of time. Violation of this requirement is grounds for termination of the lease.

9. Family members who move from the dwelling unit shall be removed from the lease. [24 CFR 966.4 (f)(3)] The resident has the responsibility to report the move-out within 10 calendar days of its occurrence.

10. Any additions to the unit shall not cause overcrowding. Medical hardship, or other extenuating circumstances shall be considered by SFHA in making determinations under this paragraph.

11. Trespassing policy – Pursuant to San Francisco Police Code, Article 1 Public Nuisances Sec. 25. Remaining Upon Private Or Business Property After Being Requested To Leave:

a) No person shall willfully remain upon any private property or business premises after

being notified by the owner, lessee, or other person in charge thereof to leave.

b) No person, without permission, expressed or implied, of the owner, lessee, or other person in charge of private property or business premises shall enter upon such private property or business premises after having been notified by the owner, lessee, or other person in charge thereof to keep off or to keep away therefrom.

c) **Notice.** Such notification referred to in subparagraphs (a) and (b) above may be oral or in the form of a written notice, posted in a conspicuous place, describing the specific area and hours in which persons are to keep off or to keep away.

M. Household Splits

In the event of a household break up (due to domestic violence, divorce, legal separation, etc.), the SFHA will determine which of the remaining household members will retain the rights to the leased unit. The SFHA determination will be made based on the following priorities:

1. *Mutual agreement of the family members. All adult family members must submit and sign a statement of mutual agreement stipulating the household members who will retain the rights to the unit.*

2. *Court stipulated agreement. A copy of the court ordered stipulated agreement must be submitted to the property office declaring which household members will retain the rights to the unit.*

3. *Domestic violence. In any instance where the head of household is removed from the unit by a restraining order or stay away order, the property office will make no permanent determination until a final court document is submitted to the property office awarding the remaining household members the rights to the unit. The survivor of the domestic violence is responsible for working with the police department to enforce any restraining order or stay away orders.*

In all instances, the household must notify the property office, in writing, within 10 days of the action causing the household split and request a determination of the assignment of the unit. In no case will the SFHA provide an additional unit to the household member(s) who are removed from the original household unit. The household members who are removed from the original household unit may apply for assistance on a separate application and may be entitled to full preferences, as applicable.

X. LEASE TERMINATION PROCEDURES

The San Francisco Housing Authority will process lease terminations in accordance with applicable HUD regulations and Section 14 of the *Residential Lease Agreement and Contract.* [24 CFR 966.4 (l)(2)]

A. Record Keeping Requirements

A written record of every termination and/or eviction shall be maintained by SFHA, and shall

contain the following information:

1. Name of resident, number and identification of unit occupied;

2. Date of the Notice of Lease Termination and any other notices required by State or local law; these notices may be on the same form and will run concurrently;

3. Specific reason(s) for the Notices, the section of the lease violated, and other facts pertinent to the issuing of the Notices described in detail;

4. Date and method of notifying resident; and

5. Previous notices warning residents of actions or behavioral problems that rise to the level of a lease violation. A summary of any conference held with the resident, including dates, names of conference participants, and conclusions shall also be included.

6. Copies of notices, forms, or reports documenting resident actions or behavioral problems that may singularly or cumulatively lead to a determination of lease violation(s). (Examples: Requests for Termination, 14-day Notices HQS Inspection Forms, etc.)

B. Lease Requirements

1. Tenant Obligations

   a) The lease must provide that the tenant shall be obligated:

      (1) To assure that no tenant, member of the tenant's household, or guest engages in:

         i. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents

         ii. Any drug-related criminal activity on or off the premises.

      (2) To assure that no other person under the tenant's control engages in:

         i. Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents;

         ii. Any drug-related criminal activity on the premises.

      (3) To assure that no member of the household engages in abuse or pattern of abuse of alcohol that affects the health, safety or right to peaceful enjoyment of the premises by other residents.

C. Termination of Tenancy and Eviction

1. The SFHA may terminate the tenancy only for serious or repeated violation of material terms of the lease, such as the following:

   a) Failure to make payments due under the lease;

   b) Failure to fulfill household obligations, as described in the lease;

c) Other good cause. Other good cause includes, but is not limited to, the following:

(1) Criminal activity or alcohol abuse as defined in the lease;

(2) Fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees;

(3) Violating a condition of probation or parole imposed under Federal or State law;

(4) Discovery after admission of facts that made the tenant ineligible;

(5) Discovery of material false statements or fraud by the tenant in connection with an application for assistance or with reexamination of income;

(6) Failure to accept the SFHA's offer of a lease revision to an existing lease:

i. That is on a form adopted by the SFHA in accordance with HUD regulations;

ii. With written notice of the offer of the revision at least 60 calendar days before the lease revision is scheduled to take effect; and

iii. With the offer specifying a reasonable time limit within that period for acceptance by the family.

2. The SFHA shall immediately terminate the tenancy if the SFHA determines that any member of the household has ever been convicted of drug-related criminal activity or manufacture or production of methamphetamine on the premises of federally assisted housing.

D. Lease Termination Notice

1. The PHA must give written notice of lease termination of:

a) 14 days in the case of failure to pay rent;

b) 3 days in the case of creation or maintenance of a threat to the health or safety of other residents or SFHA employees - grounds for termination under this provision include, but are not limited to, the following:

(1) If the health or safety of other residents, PHA employees, or persons residing in the immediate vicinity of the premises is threatened;

(2) If any member of the household has engaged in any drug-related criminal activity or violent criminal activity;

(3) If any member of the household has been convicted of a felony;

c) 30 days in all other cases. *A 30-Day Cure or Quit notice will be served in situations where the lease violation is a "correctable" offense. (Example: housekeeping issues, private lock, unauthorized pet, loud noise, unauthorized vehicle)*

E. Evidence

1. The SFHA may evict the tenant by judicial action for criminal activity, regardless of whether the covered person has been arrested or convicted for such activity, and without satisfying the standard of proof used for a criminal conviction.

F. Notice to the Post Office

When the SFHA evicts an individual or family for criminal activity, including drug-related criminal activity, the SFHA shall notify the local post office serving the dwelling unit that the individual or family is no longer residing in the unit.

G. Consideration of Circumstances

1. In lease termination and eviction for drug and other criminal activity, the SFHA shall determine that the tenant had some degree of knowledge or ability to control the unlawful behavior.

2. Except for conviction for manufacturing or production methamphetamine on the premises of federally assisted housing, the SFHA may consider all circumstances relevant to a particular case such as:

   a) The seriousness of the offending action;

   b) The extent of participation by the leaseholder in the offending action;

   c) The effects that the eviction would have on family members not involved in the offending activity;

   d) The extent to which the leaseholder has shown personal responsibility and has taken all reasonable steps to prevent or mitigate the offending action.

3. The SFHA may require a tenant to exclude a household member in order to continue to reside in the assisted unit where that household member has participated in or been culpable for action or failure to act that warrants termination.

4. *If the eviction is related to a domestic violence situation, the SFHA may take these circumstances into consideration when determining whether or not to evict the entire household. If the domestic violence survivor is the remaining household member, s/he may submit proof that the domestic violence perpetrator is no longer in the household, and will not visit or access the public housing development. The SFHA may enter into a stipulated agreement with the remaining household members and allow them to remain in the unit.*

H. Consideration of Rehabilitation

1. In determining whether to terminate tenancy for illegal drug use or a pattern of illegal drug use by a household member who is no longer engaging in such use, or for abuse or a pattern of abuse of alcohol by a household member who is no longer engaging in such abuse, the SFHA may consider whether such household member:

   a) Is participating in or has successfully completing a supervised drug or alcohol rehabilitation program/ or

   b) Has otherwise been rehabilitated successfully.

I. Use of Criminal Record

1. If the SFHA seeks to terminate the tenancy for criminal activity as shown by a criminal record, the SFHA shall:

   a) Notify the household of the proposed action to be based on the information; and

   b) Provide the subject of the record and the tenant with a copy of the criminal record before the SFHA grievance hearing or court trial.

   c) The tenant shall be given an opportunity to dispute the accuracy and relevance of that record in the grievance hearing or court trial.

2. The SFHA shall not pass along to the tenant the costs of a criminal record check.

3. To obtain criminal records from a law enforcement agency, the SFHA may require that every applicant age 18 and older, and head of house and spouse regardless of age, submit a signed consent form.

4. The SFHA shall disclose the criminal records that it receives from a law enforcement agency only to:

   a) Officers or employees of the SFHA;

   b) Authorized representatives of the SFHA with a job-related need to access the information (for example, a SFHA hearing officer).

5. If the SFHA's decision to evict a tenant is based on criminal record information from a State or local agency, the SFHA must notify the head of household of the proposed action and:

   a) Supply the subject of the record and the tenant with a copy of the information; and

   b) Provide the opportunity for the tenant to dispute the accuracy and relevance of the information. The opportunity shall be presented before the actual eviction action.

J. Records management

1. The SFHA shall maintain a system of record management that criminal records received from a law enforcement agency are:

   a) Maintained confidentially;

   b) Not misused or improperly disseminated;

c) Destroyed once the purpose for which the record was requested has been accomplished. This includes an expiration period for filing a challenge to SFHA action if the challenge/litigation is not instituted.

K. Grievance

1. When disputes arise between a resident and the SFHA concerning an action or failure to act in accordance with the Residential Lease Agreement and Contract, residents will have the opportunity to resolve this dispute through a grievance hearing according to the SFHA's *Grievance Procedures*. [24 CFR 966.50]

2. Grievance procedures will not apply to eviction or termination of tenancy cases involving *any activity* that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or SFHA employees; or any drug-related criminal activity on or off SFHA property. [24 CFR 966.51]

3. For the purposes of verifying the conduct of a leaseholder, the SFHA shall maintain on file copies of the following:

   a) SFHA documentation of recertification(s), HQS Inspection(s), and a Tenant Historical Log;

   b) Any SFHA Request for Termination, Notice of Lease Termination, 14-day Notice of Eviction, or Tenant Petitions for Grievance Hearing.

XI. UTILITIES

In some of the SFHA's developments, residents pay the cost of utilities directly to the supplier of utilities ("Resident Paid Utilities"). When this is the case, resident rents are reduced by an Allowance for Utilities that is developed by the SFHA in consultation with the utility supplier and reviewed by HUD. [24 CFR 965 & 966.4 (b)(2)]

A. Resident-Paid Utilities

The following requirements apply to residents living in developments with resident-paid utilities or applicants being admitted to such developments:

1. Paying the utility bill is the resident's obligation under the Authority's lease. Failure to pay utilities is grounds for eviction.

2. When a resident submits an application for utility service in his/her own name, the resident must sign a third-party notification agreement so that the SFHA will be notified if the resident fails to pay the utility bill.

3. In developments with resident-paid utilities, residents with Total Tenant Payments that are less than the applicable utility allowance for the unit will be entitled to have a utility reimbursement paid by the SFHA. Utility reimbursements are equal to the difference between the TTP and the Allowance for Utilities. The utility reimbursement payment shall be paid to the tenant.

B. Excess Utility Charges

The Authority has an established allowance (usage) schedule for units where SFHA pays the utilities. If Resident usage exceeds this allowance, a charge shall be applied as specified in Section 2 of the *Residential Lease Agreement and Contract.* Residents who own and operate large appliances such as air conditioners or chest freezers may exceed the SFHA utility allowance for their unit and are responsible for any additional utility cost [24 CFR 966.4 (b)(2)].

XII. Resident Choice of Rent Payment

All resident households in San Francisco Housing Authority public housing units, shall pay as monthly rent either an income-based rent or a flat rent. The Authority shall provide to each family residing in a public housing dwelling unit the opportunity to elect annually whether the rent paid by such family shall be the income-based or the flat rent. The Authority may not at any annual recertification fail to provide both such rent options to any household residing in a Low-Income public housing unit. [QHWRA; Section 523; (A)(i)].

A. Flat Rents

1. The SFHA will establish flat rents for each public housing dwelling unit, beginning 10/01/02 (*See Appendix F*). The flat rent for a unit is based on the rental value of the unit, and is designed so that the rent does not create a disincentive for continued residency in public housing by families who are attempting to become economically self-sufficient. Flat rents for public housing units will be based on the unit location, quality, type, size, and age of the unit, as well as any amenities, housing services, maintenance, and utilities provided by SFHA. Flat rents will be calculated according to reasonable market values as determined by a Rent Reasonableness study conducted by the SFHA no more than once every five years. The results of the study will be included in each Five-Year Plan.

2. The Authority adopts a two-tiered flat rent schedule.

   a) For newly constructed units, replacement housing, and completely rehabbed units finished after October 1,1999, the flat rents will be set at the maximum rents determined by the California Low Income Tax Credit Program ("LIHTC") as indicated in SFHA Board Resolution 4826, which adopted flat rents for Bernal dwellings. The Authority will review the flat rent schedule annually to ensure its appropriateness. Flat rents will be adjusted to reflect the most recent Tax Credit rents as published by the California Low Income Tax Credit Program. (*See Appendix F*)

b) *Effective* 10/01/02, the Authority will *adopt* flat rents, based on a reasonable market value for those units. [24 CFR 5.603, 5.614; QHWRA; Section 523] (*See Appendix F*)

3. The Authority shall immediately provide for a family to switch to an income based rent instead of a flat rent amount upon the determination that the family is unable to pay the flat rent amount because of financial hardship, including:

a) Situations in which the income of the family has decreased because of changed circumstances, loss or reduction of employment, death in the family, and reduction in or loss of income or other assistance;

b) An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education or similar items; and

c) Such other situations as may be determined by the Authority. [QHWRA; Section 523; C]

4. For families electing the flat rent payment amount, the Authority shall review the income of such families not less than once every three (3) years. Families choosing to pay the income-based rent shall continue to have a re-examination of income once every twelve (12) months. [QHWRA, Section 523, E]

B. Income-Based Rent

1. At the time of admission or the reexamination, all families shall be charged the greater of:

a) Thirty percent (30%) of the monthly adjusted income; or

b) Ten percent (10%) of the unadjusted monthly income.

c) The SFHA's minimum rent

2. All families shall be afforded the resident choice of rent payment and can choose to pay the income-based rent or the established flat rent. [QHWRA; Section 523]

C. Minimum Rent

1. The San Francisco Housing Authority has established $25.00 as its minimum rent if the SFHA's minimum rent is the amount calculated for TTP (see above).

2. Exemption of payment of minimum Rent

a) The Authority is required to grant an exemption from payment of minimum rent if the family is unable to pay the minimum rent because of financial hardship. Financial hardship includes the following:

(1) When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility and Work Opportunity Act of 1996;

(2) *When the family income decreases because of changed circumstances, including loss of employment.*

(3) When the family would be evicted because it is unable to pay the minimum rent;

(4) When a death has occurred in the family; and

(5) Other circumstances as determined by the SFHA or HUD

b) Hardship exemption process

(1) *The family must notify the property office in writing within 10 days of the event that caused the hardship.*

(2) If a family requests a financial hardship exemption, the SFHA shall immediately suspend the minimum rent requirement beginning the month following the family's request for a hardship exemption, and continuing until the SFHA determines whether there is a qualifying financial hardship and whether it is temporary or long term.

(3) SFHA shall promptly determine whether a qualifying hardship exists and whether it is temporary or long term.

(4) The SFHA shall not evict the family for nonpayment of minimum rent during the 90-day period beginning the month following the family's request for a hardship exemption.

(5) If the SFHA determines that the hardship does not meet HUD's definition, the SFHA shall reinstate the minimum rent from the beginning of the suspension of the minimum rent.

(6) If the SFHA determines that a qualifying financial hardship is temporary (expected to last less than 90 days), the SFHA shall reinstate the minimum rent from the beginning of the suspension. The SFHA shall offer the family a reasonable repayment agreement, on terms and conditions established by the SFHA, for the amount of back minimum rent owed by the family.

(7) If the SFHA determines that a qualifying financial hardship is long term, the SFHA shall exempt, retroactively to the date of the family's request for a minimum rent exemption, the family from the payment of the minimum rent until the hardship no longer exists.

XIII. DEFINITIONS AND PROCEDURES TO BE USED IN DETERMINING INCOME AND RENT

A. Annual Income [24 CFR 5.609]

Annual income is the anticipated total income from all sources, including net income derived from assets, received by the family head and spouse (even if temporarily absent) and by each additional family member age 18 years or older including all net income from assets for the 12-month period following the effective date of initial determination or re-examination of income, exclusive of

income that is temporary, non-recurring, or sporadic as defined below or is specifically excluded from income by another federal statute. Annual income includes but is not limited to:

1. The full amount before any payroll deductions of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;

2. The net income from operation of a business or profession, including any withdrawal of cash or assets from the operation of the business. Expenditures for business expansion or amortization of capital indebtedness shall not be used as deductions in determining the net income from a business. An allowance for the straight-line depreciation of assets used in a business or profession may be deducted as provided in IRS regulations. Withdrawals of cash or assets will not be considered as income when used to reimburse the family for cash or assets invested in the business;

3. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness shall not be used as deductions in determining net income. An allowance for the straight-line depreciation of real or personal property is permitted. Withdrawals of cash or assets will not be considered income when used to reimburse the family for cash or assets invested in the property. Where the family has Net Family Assets in excess of $5,000. Annual Income shall include the *greater of* the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate as determined by HUD;

4. The full amount of *periodic* payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts. Except delayed or deferred periodic payment of social security or supplemental security income benefits;

5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (See Paragraph B.3 of this section concerning treatment of lump-sum additions as family assets);

6. All welfare assistance payments received by or on behalf of any family member.

7. Periodic and determinable allowances, such as alimony and child support payments, and regular cash contributions or gifts received from persons not residing in the dwelling; and

8. All regular pay, special pay (not including pay for exposure to hostile fire), and allowances of a family member in the Armed Forces.

B. Items not included in Annual Income [24 CFR 5. 609]

Annual Income does not include the following:

1. Income from the employment of children (including foster children) under the age of 18 years;

2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the resident family, who are unable to live alone);

3. Lump sum or delayed additions to family assets, such as inheritances, insurance payments, (including payments under health, and accident insurance, and worker's compensation) capital gains, and settlement for personal property losses; (but see paragraphs A.4 and A.5 above if the payments are or will be periodic in nature);

4. Amounts received by the family, which are specifically for, or in reimbursement of, the cost of medical expenses for any family member;

5. Income of a live-in aide, provided the person meets the definition of a live-in aide (See Section XII of this policy);

6. The full amount of student financial assistance paid directly to the student or the educational institution;

7. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

8. Amounts received by a person with disabilities that are disregarded for a limited time for purposes of Supplemental Security Income and benefits that are set aside for use under a Plan to attain Self-Sufficiency (PASS);

9. Amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses incurred (i.e. special equipment, clothing, transportation, child care, etc.) to allow participation in a specific program;

10. *A resident services stipend.* A resident services stipend is a modest amount (not to exceed $200/month *per person*) received by a SFHA resident for performing a service for the SFHA, on a part-time basis, that enhances the quality of life in public housing. Such services may include but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident-initiatives coordination. No resident may receive more than one such stipend *at a time*;

11. Temporary, non-recurring, or sporadic income (including gifts);

12. For all initial determinations and reexamination of income on or after 23 April 1993, reparation payments paid by foreign governments pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;

13. Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of the household and spouse);

14. Adoption assistance payments in excess of $480 per adopted child;

15. The earnings approved for an exclusion of income under the U.S. Housing Act of 1937 [CFR 960.255]

    a) The earned income disallowance is exclusion from annual income.

    b) A qualified family is a family residing in public housing:

(1) Whose annual income increases as a result of employment of a family member who was unemployed for one or more years previous to unemployment;

i. "Previously unemployed" includes a person who has earned, in the twelve months previous to employment, no more than would be received for 10 hours of work per week for 50 weeks at the established minimum wage.

(2) Whose annual income increases as a result of increased earnings by a family member during participation in any economic self-sufficiency or other job training program (the training program must have a specific start and end date, otherwise the SFHA will recognize a two-year training period); or

(3) Whose annual income increases, as a result of new employment or increased earnings of a family member, during or within six months after receiving assistance, benefits or services under any state program for temporary assistance for needy families (TANF and Welfare-to-Work (WTW) programs). The TANF program is not limited to monthly income maintenance, but also includes such benefits and services as one-time payments, wage subsidies and transportation assistance – provided that the total amount over a six-month period is at least $500. *The $500 threshold is not applicable if the family is receiving regular TANF income maintenance (cash grant).*

c) Disallowance of increase in annual income

(1) Initial twelve-month exclusion. During the cumulative twelve month period beginning on the date a member of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, the SFHA shall exclude from annual income any increase in income of the family member as a result of employment over the prior income of that family member.

i. The effective date of the disallowance begins on the first of the month following qualifying employment.

(2) Second twelve-month exclusion. During the second cumulative twelve month period after the date a member of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, the SFHA shall exclude from annual income fifty percent of any increase in income of such family member as a result of employment over income of that family member prior to the beginning of such employment.

(3) Maximum four-year disallowance. The disallowance of increased income of an individual family member is limited to a lifetime 48-month period. It only applies for a maximum of twelve months of the initial "full" exclusion, and a maximum of twelve months of the second "phase-in" exclusion.

16. Lump sum payments of supplemental security income and social security benefits representing delayed periodic

17. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit;

18. Amounts paid by a State agency to a family with a developmentally disabled family member living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home;

19. Amounts specifically excluded by any other Federal Statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. (A notice will be published by HUD in the Federal Register identifying the benefits that qualify for this exclusion. Updates will be published and distributed when necessary). The following is a list of benefits excluded by other Federal Statute as of April 30, 2001. [Federal Register, Vol. 66, #77]:

a) The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977. [7 USC 2017 (h)]

b) Payments to volunteers under the Domestic Volunteer Service Act of 1973. [42 USC 5044 (g), 5088] Examples of programs under this Act include but are not limited to:

(1) Retired Senior Volunteer Program (RSVP), Foster Grandparent Program (FGP), Senior Companion Program (SCP), and the Older American Committee Service Program;

(2) National Volunteer Antipoverty Programs such as VISTA, Peace Corps, Service Learning Program, and Special Volunteer Programs;

(3) Small Business Administration Programs such as the National Volunteer Program to Assist Small Business and Promote Volunteer Service to Persons with Business Experience, Service Corps of Retired Executives (SCORE), and Active Corps of Executives (ACE);

c) Payments received under the Alaska Native Claims Settlement Act [43 USC 1626 (a)];

d) Income derived from certain sub-marginal land of the United States that is held in trust for certain Indian tribes [(25 USC 459e];

e) Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program [42 USC 8624 (f)];

f) Payments received under programs funded in whole or in part under the Job Training Partnership Act [29 USC. 1552 (b)];

g) Income derived from the disposition of funds of the Grand River Band of Ottawa Indians [Pub. L. 94-540, 90 State 2503-04];

h) The first $2000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Court of Claims [25 USC. 1407-08], or from funds held in trust for an Indian Tribe by the Secretary of Interior [25 SC. 117b, 1407];

i) Amounts of scholarships funded under Title IV of the Higher Education Act of 1965 including awards under the Federal work-study program or under the Bureau of Indian Affairs student assistance programs. [20 USC 1087 uu] Examples of Title IV programs include but are not limited to: Basic Educational Opportunity Grants (Pell Grants), Supplemental Opportunity Grants, State Student Incentive Grants, College Work Study, and Byrd Scholarships;

j) Payments received from programs funded under Title V of the Older Americans Act of 1965 [42 USC 3056 (f)]. Examples of programs under this act include but are not limited to: Senior Community Services Employment Program (CSEP), National Caucus Center on the Black Aged, National Urban League, Association National Pro Personas Mayores, National Council on Aging, American Association of Retired Persons, National Council on Senior Citizens, and Green Thumb;

k) Payments received after January 1, 1989 from the Agent Orange Settlement Fund or any other fund established in the *In Re Orange* product liability litigation, M.D.L. No 381 (E.D.N.Y.);

l) Payments received under the Maine Indian Claims Settlement Act of 1980 [Pub. L. 96-420, 94 Stat. 1785];

m) The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 [42 USC. 9858q]; and

n) Earned income tax credit refund payments received on or after January 1, 1991 [26 USC. 32 (j)].

C. Anticipating Annual Income [24 CFR 5.609]

If it is not feasible to anticipate income for a 12-month period, the Authority may use the annualized income anticipated for a shorter period, subject to an Interim Adjustment at the end of the shorter period or historical income data to project income. (This method would be used for teachers who are only paid for 9 months or for tenants receiving unemployment compensation.)

D. Income of Temporarily or Permanently Absent Family Members

1. PHAs must include all income of every family member who is on the lease including those who are temporarily absent.

2. In addition, the PHA must include the income of the spouse of the head of household if that person is temporarily absent, such as away at college or in the armed forces.

3. The income of permanently absent family members is not counted. The permanently absent family member must be removed from the Lease.

4. The income of an adult child is not usually included unless the adult child is on the lease. It may then be included under some circumstances.

E. Adjusted Income [24 CFR 5.611]

Adjusted Income (the income upon which rent is based) means Annual Income less the following deductions and exemptions.

1. For all families

   a) Child Care Expenses — A deduction of amounts anticipated to be paid by the family for the care of children under 13 years of age for the period for which Annual Income is computed. BUT ONLY when such care is necessary to enable a family member to be gainfully employed, actively seek employment, or to further his/her education. Amounts deducted must be non-reimbursed expenses and shall not exceed:

      (1) The amount of income earned by the family member released to work; or

      (2) An amount determined to be reasonable by SFHA when the expense is incurred to permit education.

   b) Dependent deduction — An exemption of $480 for each member of the family residing in the household (other than the head of household, or spouse, Live-in Aide, or foster child) who is under eighteen years of age or who is eighteen years of age or older and disabled, or a full-time student.

   c) Disability expenses — a deduction of non-reimbursed amounts paid for attendant care or auxiliary apparatus expenses for family members with disabilities where such expenses are necessary to permit a family member(s), including the disabled member, to be employed. In no event may the amount of the deduction exceed the employment income earned by the family member(s) freed to work.

      (1) Equipment and auxiliary apparatus may include but are not limited to: wheelchairs, lifts, reading devices for the visually disabled, and equipment added to cars and vans to permit their use by the disabled family member.

      (2) For non-elderly families and elderly families without medical expenses: the amount of the deduction equals the cost of all non-reimbursed expenses for disabled care and equipment less three percent of Annual Income, provided the amount so calculated does not exceed the employment income earned.

      (3) For elderly/disabled families with disability assistance expenses and medical expenses, when the total unreimbursed disability expense is equal to or more than three percent of Annual Income: the amount of the deduction equals the cost of all non-reimbursed expenses for disabled care and equipment less three percent of Annual Income (provided the amount so calculated does not exceed the employment income earned) PLUS medical expenses as defined below.

(4) For elderly/disabled families with disability assistance expenses and medical expenses, when the total unreimbursed disability expense is less than three percent of Annual Income: the total unreimbursed disability assistance expense is compared to the earnings made possible by the disability assistance expense; the lower of these two figures is then added to the total out-of-pocket medical expense, and then three percent of Annual Income is then subtracted.

2. For elderly and disabled families only:

a) Medical Expense Deduction — A deduction of non-reimbursed Medical Expenses, including insurance premiums, anticipated for the period for which Annual Income is computed. Medical expenses include but are not limited to: services of physicians and other health care professionals, services of health care facilities, insurance premiums (including the cost of Medicare), prescription and non-prescription medicines (non-prescription medicines must be prescribed by a licensed medical professional), transportation to and from treatment, dental expenses, eyeglasses, hearing aids and batteries, attendant care (unrelated to employment of family members), and payments on accumulated medical bills. To be considered by SFHA for the purpose of determining a deduction from income the expenses claimed must be verifiable.

(1) *For elderly families without disability expenses:* The amount of the deduction shall equal total medical expenses less three percent of annual income.

(2) *For elderly families with both disability and medical expenses*: the amount of the deduction is calculated as described in paragraph 1.c) above.

b) Elderly/disabled household exemption - An exemption of $400 per household, see Definitions in the next section.

F. Imputed Welfare Income

This applies to "covered families"[15] who reside in public housing. A family's annual income includes the amount of imputed welfare income[16] (because of a specified welfare benefits reduction), plus the total amount of other annual income as determined in accordance with CFR 5.609.

1. Specified welfare benefit reduction is a reduction of welfare benefits by the welfare agency, in whole or in part, for a family member, as determined by the welfare agency, because of:

a) Fraud by a family member in connection with the welfare program; or

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[15] "Covered families" are families who receive welfare assistance under a program for which Federal, State or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for the assistance.

[16] "Imputed welfare income" is the amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent.

b) Because of welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

2. Therefore, the SFHA shall not reduce a family's rent if the welfare assistance was reduced due to:

a) Fraud by a family member in connection with the welfare program; or

b) Welfare agency sanction against a family member for noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

3. Specified welfare benefit reduction does not include a reduction or termination of welfare benefits by the welfare agency:

a) At expiration of a lifetime or other time limit on the payment of welfare benefits;

b) Because a family member is not able to obtain employment, even though the family member has complied with welfare agency economic self-sufficiency or work activities requirements; or

c) Because a family member has not complied with other welfare agency requirements.

4. At the request of the SFHA, the welfare agency will inform SFHA in writing of the amount and term of any specified welfare benefit reduction for a family member, and the reason for such reduction, and will also inform SFHA of any subsequent changes in the term or amount of such specified welfare benefit reduction. SFHA will use this information to determine the amount of imputed welfare income for a family.

a). The amount of the imputed welfare income is offset by the amount of additional income a family receives that commences after the time the sanction was imposed.

b) When such additional income from other sources is at least equal to the imputed welfare income, the imputed welfare income is reduced to zero.

c) SFHA shall not include imputed welfare income in annual income if the family was not an assisted resident at the time of the sanction.

d) If a public housing tenant claims that the SFHA has not correctly calculated the amount of imputed welfare income in accordance with HUD requirements, and if the SFHA denies the family's request to modify such amount, SFHA shall give the tenant written notice of such denial, with a brief explanation of the SFHA determination of the amount of imputed welfare income.

e) The SFHA notice shall also state that if the tenant does not agree with the SFHA determination, the tenant may request a grievance hearing in accordance with the *SFHA Grievance Policy.*

G. Computing Total Tenant Payment (TTP) and Rent

1. For all families the total tenant payment shall be the greater of:

a) 30% of monthly Adjusted Income;

b) 10% of unadjusted monthly Annual Income; or

c) (SFHA's minimum rent of $25)

2. Mixed citizenship families (household contains at least one citizen or eligible immigrant and at least one non-citizen or person with ineligible immigration status) will pay a pro-rated TTP up to the HUD Maximum Rent unless the family chooses to pay flat rent. The SFHA flat rent will be higher than the HUD Maximum Ret. See *Restrictions on Housing Assistance to Non-Citizens Policy* (Appendix A).

3. The Tenant Rent is equal to the Total Tenant Payment minus the Utility Allowance (if any) applicable to the unit. If the Utility Allowance is greater than the Total Tenant Payment, the resident is entitled to a utility reimbursement equal to the difference between the Utility Allowance and the TTP. The SFHA will pay this amount to the resident.

XIV. DEFINITIONS OF TERMS USED IN THIS STATEMENT OF POLICIES

A. Definitions

1. *Accessible dwelling units* – when used with respect to the design, construction or alteration of an individual dwelling unit, means that the unit is located on an accessible route and when designed, constructed, altered, or adapted can be approached, entered, and used by individuals with physical disabilities. A unit that is on an accessible route and is adaptable and otherwise in compliance with the standards set forth in [24 CFR 8.32 & 40, **the Uniform Federal Accessibility Standards**] is "accessible" within the meaning of this paragraph. When an individual dwelling unit in an existing facility is being made accessible for use by a specific individual, the unit will be deemed accessible when it meets the standards that address the impairment of that individual.

2. *Accessible Facility*- means all or any portion of a facility other than an individual dwelling unit used by individuals with physical disabilities [24 CFR 8.3].

3. *Accessible Route* - for persons with a mobility impairment, a continuous unobstructed path that complies with space and reach requirements of the Uniform Federal Accessibility Standards. For persons with hearing or vision impairments, the route need not comply with requirements specific to mobility [24 CFR 8.3 & 40.3.5].

4. *Adaptability* - the ability to change certain elements in a dwelling unit to accommodate the needs of disabled and non-disabled persons; or ability to meet the needs of persons with different types & degrees of disability [24 CFR 8.3 & 40.3.5].

5. *Admissions Advisory Committee* – a committee formed by a development's Resident Management Council or Local Advisory Council which assists the Eligibility Department in the admissions process. They may interview and review applicants to SFHA developments but they may not ask questions already posed by the Eligibility Department. The committee shall consist of residents from the development, the development Housing Manager and personnel from the Eligibility Department.

6. *Allocation Plan* - the Plan submitted by the SFHA and approved by HUD under which the SFHA is permitted to designate a building or portion of a building for occupancy by Elderly Families or Disabled Families. [24 CFR 945]

7. *Alteration* - any change in a facility or its permanent fixtures or equipment. It does not include: normal maintenance or repairs, re-roofing, interior decoration or changes to mechanical systems. [24 CFR 8.3 & 8.23 (b)]

8. *Applicant* - a person or a family that has applied for admission to housing.

9. *Area of Operation* - the jurisdiction of the SFHA as described in State law and the SFHA's Articles of Incorporation.

10. *Assets* - means "cash (including checking accounts), stocks, bonds, savings, equity in real property, or the cash value of life insurance policies. Assets do not include the value of personal property such as furniture, automobiles and household effects." IMPORTANT: See the definition of Net Family Assets, for assets used to compute annual income [24 CFR 5.603].

11. *Auxiliary Aids* - means services or devices that enable persons with impaired sensory, manual, or speaking skills to have an equal opportunity to participate in and enjoy the benefits of programs or activities [24 CFR 8.3].

12. *Care attendant* - a person that regularly visits the unit of a SFHA resident to provide supportive or medical services. Care attendants have their own place of residence (and if requested by SFHA must demonstrate separate residence) and do not live in the public housing unit. Care attendants have no rights of tenancy.

13. *Citizen* - a citizen (by birth or naturalization) or national of the United States [24 CFR 5.504].

14. *Co-head of household* - a household where two persons are held responsible and accountable for the family.

15. *Continued Assistance* - a mixed family may receive continued housing assistance (full housing benefits instead of pro-rated rent) if: the head of household or spouse has citizenship or eligible immigration status (as of November 29, 1996), and the family composition consists of: the children of the head of household and/or spouse and the parents of head of household and/or spouse [24 CFR 5.518].

16. *Custodial Parent* – children who are subject to a joint custody agreement, but who live with one parent at least 51% of the time, will be considered as members of that household and that parent will be considered the custodial parent. 51% of the time is defined as 183 days of the year, which do not have to run consecutively.

16. *Dependent* - a member of the household, other than head, spouse, sole member, foster child, or Live-in Aide, who is under 18 years of age, or 18 years of age or older and disabled or a full-time student [24 CFR 5.603].

17. *Designated Family* - means the category of family for whom SFHA elects to designate a project (e.g. elderly family in a project designated for elderly families) in accordance with the 1992 Housing Act [24 CFR 945.105].

18. *Designated Housing* (or designated project) - a project(s), or portion of a project(s) designated for elderly only or for disabled families only in accordance with a HUD approved allocation plan [24 CFR 945. 105].

19. *Development, Section 504* - means the whole of one or more residential structures & appurtenant structures, equipment, roads, walks, & parking lots which are covered by a single contract for Federal financial assistance or application for assistance, or are treated as a whole for processing purposes, whether or not located on a common site [24 CFR 8.3].

20. *Disability*:

a) "Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or

b) In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as define in section 415(i)(1) of 42 U.S.C. Section 423 (d)(1)(A)), inability by reason of such blindness to engage in substantial gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

c) The Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(8)) defines developmental disability in functional terms as:

(1) A severe, chronic disability of a person 5 years of age or older which:

i. Is attributable to a mental or physical impairment or combination of mental and physical impairments:

ii. Is manifested before the person attains age twenty-two;

iii. Is likely to continue indefinitely;

iv. Results in substantial functional limitations in three or more of the following areas of major life activity: (i) self-care, (ii) receptive and responsive language, (iii) learning, (iv) mobility, (v) self-direction, (vi) capacity for independent living, and (vii) economic self-sufficiency; and

v. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services which are of lifelong or extended duration and are individually planned and coordinated; except that such term, when applied to infants and young children, means individuals from birth to age 5, inclusive, who have substantial developmental delay or specific congenital or acquired conditions with a high probability of resulting in development disabilities if services are not provided."

21. *Disabled Family* - means a family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides [24 CFR 5.403(b)].

22. *Displaced Person* - means a family in which each member, or whose sole member is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. For purposes of redevelopment activities, a family may also be displaced as defined in the Uniform Relocation Act. Such families have been displaced if they have been required to permanently move from real property for the rehabilitation or demolition of such real property. These families may be entitled to special benefits under the Uniform Relocation Act [49 CFR 24.2 (g)].

23. *Divestiture Income* - imputed income from assets disposed of by applicant or resident in the last two years at less than fair market value. (See the definition of Net Family Assets in this section.)

24. *Economic Self-Sufficiency Program:* Any program designed to encourage, assist, train or facilitate economic independence of assisted families or to provide work for such families. Can include: job training; employment counseling; basic skills training; education; English proficiency; workfare, financial or household management; apprenticeship; or any other program necessary to ready a participant to work (such as substance abuse or mental health treatment).

25. *Elderly Family* - means a family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

26. *Elderly Person* - a person who is at least 62 years of age [24 CFR 945.105].

27. *Eligible Immigration Status* - For non-citizens, the proof of eligible immigration status consists of a signed certification of eligible immigration status and the original copy of an acceptable INS document. Examples: Alien Registration Receipt Card (for permanent resident aliens), Arrival-Departure Record, Temporary Resident Card, Employment Authorization Card, or a receipt from INS for a replacement document for one of the above listed categories [24 CFR 5.508].

28. *Extremely Low Income Family* – a family whose annual income does not exceed 30% of the median income for the area as determined by HUD with adjustments for smaller and larger families [24 CFR5.603].

29. *Family* - One or more persons (with or without children) regularly living together, related by blood, marriage, adoption, guardianship or operation of the law who will live together in SFHA housing. Or two or more person who are not so related, but can verify shared income or resources who will live together in SFHA housing. This definition includes but is not limited to:

    a) A family with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);

    b) An elderly family;

    c) A near-elderly family;

d) A disabled family;

e) A displaced family;

f) The remaining member of a tenant family; and

g) A single person who is not an elderly or displaced person with disabilities, or the remaining member of a tenant family [24 CFR 5.403 (b)].

30. *Full-Time Student* - a person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. Educational institution shall include but not be limited to: college, university, secondary school, vocational school, or trade school [24 CFR 5.603].

31. *Hate Crimes* - a criminal act in which hostility or negative attitude toward, or prejudice against, any group or individual due to race, color, ethnicity/national origin, religion, gender, sexual orientation, or handicap is the motivating factor. (see Section VIII for more details)

32. *Head of the Household* - means the family member (identified by the family) who is held responsible and accountable for the family.

33. *Imputed Welfare Income* – the amount of annual income not actually received by a family, as a result of a specified welfare benefit reduction, that is nonetheless included in the family's annual income for purposes of determining rent [24 CFR 5.6159(c)(1)].

34. *Individual with Disabilities Section 504 Definition* [24 CFR 8.3] – The Section 504 definitions of Individual with Disabilities and Qualified Individual with disabilities are not the definitions used to determine program eligibility. Instead, use the definition of person with disabilities as defined later in this section. Note: the Section 504, Fair Housing, and Americans with Disabilities Act (ADA) definitions are similar. ADA uses the term "individual with a disability."

a) Individual with disabilities means any person who has a physical or mental impairment that:

(1) Substantially limits one or more major life activities;

(2) Has a record of such an impairment; or

(3) Is regarded as having such an impairment.

b) For purposes of housing programs, the term does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program or activity in question, or whose participation, by reason of such current alcohol or drug abuse, would constitute a direct threat to property or the safety of others.

c) Definitional elements:

(1) As used in this definition the phrase, "physical or mental impairment" means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine; or

(2) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term "physical or mental impairment" includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.

(3) "Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

(4) "Has a record of such an impairment" means has a history of, or has been incorrectly classified as having, a mental or physical impairment that substantially limits one or more major life activities.

(5) "Is regarded as having an impairment" means:

i) Has a physical or mental impairment that does not substantially limit one or more major life activities but that is treated by a recipient as constituting such a limitation.[17]

ii) Has a physical or mental impairment that substantially limits one or more major life activities only as result of the attitudes of others toward such impairment; or

iii) Has none of the impairments defined in this section but is treated by a recipient as having such an impairment.

d) The 504 definition of disabled does not include homosexuality, bisexuality, or transvestitism. Note: These characteristics do not disqualify an otherwise disabled applicant/resident from being covered.

e) The 504 definition of individual with disabilities is a civil rights definition. To be consider for admission to public housing a person must meet the program definition of person with disabilities found in this section.

[17] A person would be covered under the first item if the SFHA refused to serve the person because of a perceived impairment and thus "treats" the person in accordance with this perception. The last two items cover persons who are denied the services or benefits of the SFHA's housing program because of myths, fears, and stereotypes associated with the disability or perceived disability.

35. *Kinship care* - an arrangement in which a relative or non-relative becomes the primary caregiver for a child or children but is not the biological parent of the child or children. The primary caregiver need not have legal custody of such child or children to be a kinship caregiver under this definition. (Definition provided by the Kinship Care Project, National Association for Public Interest Law).

36. *Live-in Aide* - a person who resides with an elderly person(s) or person(s) with disabilities and who: is determined by SFHA to be essential to the care and well being of the person(s); is not obligated to support the family member; would not be living in the unit except to provide the necessary supportive services; and submits verification of qualifications or certification as a live-in aide by a social worker or health care provider [24 CFR 5.403].

The SFHA policy on live-in aides stipulates that:

a) Before a live-in aide may be moved into a unit, a third-party verification must be supplied that establishes the need for such care and the fact that the person cared for will be able to remain in the unit and comply with the lease terms as the result of such care;

b) Move-in of a live-in aide must not result in overcrowding of the existing unit (although, a reasonable accommodation for a resident with a disability may be to move the family to a larger unit);

c) Live-in aides have no right to the unit as a remaining member of a resident family;

d) Relatives who satisfy the definitions and stipulations above may qualify as a Live-in Aide but only if they sign a statement prior to moving in relinquishing all rights to the unit as the remaining member of a resident family.

e) A live-in aide can be a single person. A live-in aide with a family may also be considered for admission to the unit provided that the addition of the Live-in Aide's family does not result in overcrowding of the existing unit. The adult members of the live-in aide's family must meet the SFHA's screening criteria.

f) A live-in aide will be required to meet the SFHA's screening requirements with respect to past behavior especially:

(1) A record of disturbance of neighbors, destruction of property, or living or housekeeping habits at present or prior residences which may adversely affect the health, safety, or welfare of other tenants or neighbors;

(2) Criminal activity such as crimes of physical violence to persons or property and other criminal acts including drug-related criminal activity which would adversely affect the health, safety, or welfare of other residents or staff or cause damage to the unit or the development; and

(3) A record of eviction from housing or termination from residential programs.

37. *Low-Income Household* - a family whose annual income does not exceed 80 percent of the median income for the area as determined by HUD with adjustments for smaller and larger families [24 CFR 5.603].

38. *Medical Expense Allowance* - for purposes of calculating adjusted income for elderly or disabled families only, medical expenses mean the medical expense in excess of 3% of Annual Income, when these expenses are not compensated for or covered by insurance [24 CFR 5.603].

39. *Minor* - A minor is a person less than 18 years of age. An unborn child will not be considered as a minor. (See definition of dependent.) Some minors are permitted to execute contracts, such as the SFHA *Residential Lease Agreement and Contract* (Appendix D), provided a court declares them "emancipated."

40. *Mitigating Circumstances Review Board* – this board reviews the cases of applicants who refute negative information that likely will result in the rejection of their application for housing. The board consists of one (1) Eligibility Department staff, one Housing Manager from a SFHA development and one (1) resident as determined by the Administrative Director of the SFHA's Eligibility Department. Resident Mitigating Circumstances Review Board members will be held to the same ethical and privacy standards as SFHA employees and are subject to applicable fair housing laws. The recommendations of a Mitigating Circumstances Review Board are advisory and in all cases the final decision regarding admission to the SFHA shall be with the Administrative Director of the Eligibility Department.

41. *Mixed Family* - a family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status. Mixed families are eligible for housing assistance based on a pro-rated rent [24 CFR 5.504].

42. *Mixed Population Housing Development* - means a public housing development for elderly and disabled families. The SFHA is not required to designate this type of project under 24 CFR 945 or prepare an allocation plan [24 CFR 945.105].

43. *Multifamily Housing Development* - for purposes of Section 504, means a project containing five or more dwelling units [24 CFR 8.3].

44. *National* - person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession [24 CFR 5.504].

45. *Near-elderly Family* - means a family whose head, spouse, or sole member is at least 50 years of age but below the age of 62, who may be a person with disabilities; or two or more persons who are at least 50 years of age but below the age of 62 living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides.

46. *Near-elderly Person* - means a person who is at least 50 years of age but below 62, who may be a person with a disability [24 CFR 945.105].

47. *Net Family Assets* [24 CFR 5.603 and 24 CFR 5.609] - the net cash value, after deducting reasonable costs that would be incurred in disposing of:

    a) Real property (land, houses, mobile homes);

b) Savings (CDs, IRA or KEOGH accounts, checking and savings accounts, precious metals);

c) Cash value of whole life insurance policies;

d) Stocks and bonds (mutual funds, corporate bonds, savings bonds);

e) Other forms of capital investments (business equipment);

f) Net cash value is determined by subtracting the reasonable costs likely to be incurred in selling or disposing of an asset from the market value of the asset. Examples of such costs are: brokerage or legal fees, settlement costs for real property, or penalties for withdrawing saving funds before maturity;

g) Net Family assets also include the amount in excess of any consideration received for assets disposed of by an applicant or resident for less than fair market value during the two years preceding the date of the initial application or re-examination. This does not apply to assets transferred as the result of a foreclosure or bankruptcy sale; and

h) The case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be less than fair market value if the applicant or resident receives important considerations not measurable in dollar terms [24 CFR 5.603].

48. *Permanently Absent* – An individual shall be deemed permanently absent if s/he is gone from the unit for more than 90 total days in any 12-month period. An individual may be deemed *temporarily absent* for longer than 90 total days in a 12-month period only for the following reasons:

a) s/he is residing in a nursing or care facility for the recovery of a physical or mental illness – a letter from the attending physician must be provided stating that the individual is anticipated to return to her/his unit within no more than 6 months from the first day of absence from the unit.

b) s/he is in another city/state/county to take care of an immediate family member with a serious medical or mental illness – a letter from the attending physician a letter from the attending physician must be provided stating that the immediate family member is anticipated to recover or no longer need assistance within no more than 6 months from the first day of the individual's absence from the unit.

49. *Person with Disabilities* [24 SFR 945.105] – a person who:

a) Has a disability as defined in Section 223 of the Social Security Act (42 USC. 423); or,

b) Is determined to have a physical or mental impairment that:

(1) Is expected to be of long continued and indefinite duration;

(2) Substantially impedes his/her ability to live independently; and,

(3) Is of such nature that such disability could be improved by more suitable housing conditions; or,

c) Has a developmental disability as defined in Section 102 (5) (b) of the Developmental Disabilities Assistance and Bill of Rights Act [42 USC. 6001 (5)].

50. *Portion of Development* - includes, one or more buildings in a multi-building project; one or more floors of a project or projects; a certain number of dwelling units in a project or projects [24 CFR 945.105].

51. *Pro-rated Rent* - Calculated by subtracting the Total Tenant Payment (TTP) from the Maximum Rent. The result is the family maximum subsidy. Divide the family maximum subsidy by the number of household members. This is the member maximum subsidy. Multiply the member maximum subsidy by the number of family members with citizenship or eligible immigration status. This is the eligible subsidy. Subtract the eligible subsidy from the maximum rent to arrive at the family's rent [24 CFR 5.520]. See *Restrictions on Assistance to Non-Citizens Policy*, (Appendix A).

52. *Qualified Individual with Disabilities, Section 504* - with respect to any non-employment program or activity which requires a person to perform a service or to achieve a level of accomplishment, means an individual with disabilities who *meets the essential eligibility requirements* and who can achieve the purpose of the program or activity *without modifications* in the program or activity that the recipient (SFHA) can demonstrate would result in a fundamental alteration in its nature. [24 CFR 8.3]

For example, a chronically mentally ill person whose particular condition poses a significant risk of substantial interference with the safety or enjoyment of others or with his or her own health or safety in the absence of necessary supportive services may be "qualified" for occupancy in a project where such supportive services are provided by the recipient as a part of the assisted program. The person may not be "qualified" for a project lacking such services.

53. *Service Provider* - means a person or organization qualified and experienced in the provision of supportive services, and that is in compliance with any licensing requirements imposed by State or local law for the type of service or services to be provided. The service provider may provide the service on either a for-profit or not-for-profit basis. [24 CFR 945.105]

54. *Single Person* - means a person who lives alone or intends to live alone, who is not an elderly person, a person with disabilities, a displaced person, a near-elderly person, or the remaining member of a tenant family.

55. *Standard Permanent Replacement Housing* [24 CFR 950.305(a)(2)] - such housing is:

a) Decent, safe, and sanitary;

b) Adequate for the family size;

c) Occupied pursuant to a lease or occupancy agreement; and

d) Does not include a transient facility such as a motel, hotel, or temporary shelter for victims of domestic violence or homeless families. In the case of domestic violence, the term does not include the housing unit, which the applicant, applicant's spouse, or other member shared with the person who engaged in the violence.

56. *Spouse* - means the husband or wife of the head of the household.

57. *Supportive Services* - means services available to persons residing in a development, requested by disabled families and for which there is a need. The term may include, but is not limited to: meal services, health-related services, mental health services, services for non-medical counseling, meals, transportation, activities of daily living, safety, group activities, assistance with medications (in accordance with State law), and case management. [24 CFR 945.105]

58. *Supportive Services Plan* - The plan describing how SFHA will provide or arrange for the provision of the appropriate supportive services requested by the disabled families who will occupy the designated housing and who have expressed a need for these services. [24 CFR 945.205(b)]

59. *Temporarily Absent* - An individual shall be deemed temporarily absent if s/he is gone from the unit for more than 30 consecutive days but less than 90 total days in any 12-month period. The family member must notify the Property Office of any absence that will be for longer than 30 consecutive days.

60. *Tenant* - an adult (18 or over or a court declared emancipated minor) who has signed the lease.

61. *Tenant Rent* - The amount payable monthly by the Family as rent to the SFHA. Where all utilities (except telephone) and other essential housing services are supplied by the Authority, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the SFHA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance. [24 CFR 5.603]

62. *Tenant Payment (TTP)* - The portion of rent that is based on a resident's income. The greater of 30% of the monthly Adjusted Income (as defined in these policies) or 10% of the monthly Annual Income (as defined in these policies) or the PHA's Minimum Rent. If the Resident pays any utilities, the amount of the Utility Allowance is deducted from the TTP. See the definition for Tenant Rent. [24 CFR 5.613]

63. *Federal Accessibility Standards* - Standards for the design, construction, and alteration of publicly owned residential structures to insure that physically disabled persons will have ready access to and use of such structures. The standards are set forth in Appendix A to 24 CFR Part 40. See cross-reference in 504 regulations. [24 CFR 8.32 (a)]

64. *Utilities* - means water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection, and sewerage services. Telephone service is not included as a utility. [24 CFR 5.603]

65. *Very Low-Income Family* - means a family whose Annual Income does not exceed 50 percent of the median Annual Income for the area, with adjustments for smaller and larger families, as determined by the Secretary of Housing and Urban Development. [24 CFR 5.603]

66. *Violent Criminal Activity* – any criminal activity that has one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

67. *Utility Reimbursement*_- means funds that are reimbursed to a resident when the Utility Allowance for a unit exceeds the resident's Total Tenant Payment. [24 CFR 5.603]

SAN FRANCISCO HOUSING AUTHORITY
ADMISSIONS AND OCCUPANCY POLICY

APPENDIX A:

Restrictions on Housing Assistance to Non-Citizens Policy

RESTRICTIONS ON HOUSING ASSISTANCE TO NON-CITIZENS POLICY

I. BACKGROUND

Section 214 of the Housing and Community Development Act of 1980 restricts assistance to citizens (including nationals) or non-citizens who have eligible immigration status. Subsequent amendments provided for an "opt-out" clause that allowed housing authorities the flexibility to not implement Section 214. **Section 592 of the "Quality Housing and Work Responsibility Act of 1998"(QHWRA),** amended Section 214 of the Housing and Community Development Act of 1980, making it mandatory that housing authorities implement the regulations as set forth in the HUD Guidebook entitled *Restrictions on Assistance to Non-Citizens,* dated July 1995 and further clarified in HUD's Final Rule *Revised Restrictions on Assistance to Non-Citizens,* dated April 30,199. Section 592 of the "QHWRA" became effective upon the date of enactment of the "QHWRA", October 21,1998. To that end, the San Francisco Housing Authority will administer the residency rule regulations and apply the provisions of the law equally to all applicants and residents. The SFHA will administer the restrictions on the use of assisted housing by non-citizens with ineligible immigration status imposed by this rule in conformity with the Federal nondiscrimination requirements of, including, but not limited to the following:

- **Title VI of the Civil Rights ACT of 1964(42 U.S.C. 2000d-2000d5) and the implementing regulations in 24 CFR Part 1;**
- **Section 504 of the Rehabilitation Act of 1973(29 U.S.C. 794) and the implementing regulations in 24 CFR Part 8;**
- **The Fair Housing Act(42 U.S.C. 3601-3619) and the implementing regulations in 24CFR Part 100; and**
- **Any other civil rights statutes cited in the applicable program regulations.**

Current residents will be notified regarding the requirements of this policy before their next annual re-certification after September 30,1999. Individuals and families with pending applications shall be notified as soon as possible.

II. CURRENT RESIDENTS

Current residents, who did not declare citizenship prior to the SFHA invoking the "opt-out" provision, must declare citizenship or eligible immigration status at their next annual re-certification. If at that time, it is determined that a family or family members do not have eligible immigration status, the provisions of the HUD rule as set forth shall be applied.

A. **Certification:** At the time of their annual re-certification after September 30,1999, all current residents are required to provide proof of citizenship or eligible immigration status, or to elect not to contend that one has eligible immigration status. The requirement applies to all family members (See Attached Forms).

1. Citizen: For each family member who is a United States citizen, the evidence consists of a signed

declaration of U.S. citizenship. No further verification is required. This document is signed under penalty of perjury.

2. Non-citizens 62 Years or Older: Residents that are not citizens, and are age 62 years or older are required to show proof of age and signed certification of eligible immigration status.

3. Non-citizens Under the Age of 62: For non-citizens under the age of 62, the evidence consists of a signed certification of eligible immigration status (**See Attached Form**) and the submission of the original of one of the acceptable INS documents: Alien Registration Receipt Card (for permanent resident aliens), Arrival/Departure Record, Temporary Resident Card, Asylum or Refugee Documents, Employment Authorization Card, or a receipt from INS for a replacement document for one of the above listed categories.

4. Minors: Declaration of eligible immigration status also applies to minors. For each minor, a certification must be signed by an adult who is residing in the unit and is responsible for the minor (**See Attached Form**).

5. Family Members Electing Not To Claim Eligible Immigration Status: For each family member electing not to confirm that he/she has eligible immigration status, the member(s) must be listed separately. A signature from the individual(s) is optional. However, the head of house or spouse with eligible immigration status must sign and date the list (**See Attached Form**).

B. **Verification**: After an acceptable INS document has been submitted by the applicant and witnessed by the staff, the applicant(s) shall sign a verification consent form which authorizes an INS search to confirm eligible immigration status. **SFHA staff shall not conduct the INS verification without obtaining the applicant's signed consent.**

1. Staff shall photocopy the front and the back of the INS document and return the original to the resident. SFHA shall verify eligible status in the INS Systematic Alien Verification for Entitlements Program (SAVE). **Verification shall not occur unless there is a signed consent form.**

2. If the resident refuses to sign the verification consent form, for purposes of determining the housing assistance for the family, the family member shall be considered as not having eligible immigration status.

3. SFHA shall request, and the INS shall conduct, a manual secondary check of records in all instances where the SAVE system query results in a negative response.

4. A resident who submits eligible immigration documentation may not be penalized for delays on the part of those entities which must verify eligible immigration status.

C. **Housing Assistance Determination:** For current residents where some of the family members have eligible citizenship status and some do not (mixed family), monetary assistance may be continued or prorated depending on family composition. For current residents where no family member has eligible citizenship status, monetary assistance will be terminated.

D. **Proration of Rent:** Pro-ration of Rental Assistance: A mixed family shall have their housing assistance prorated according to the number of family members who have eligible status.

1. The steps to prorate the TTP are as follows:

   a. Determine Total Tenant Payment, using income of all family members, including any family member who has not established eligible immigration or citizenship status.

   b. Subtract the TTP from a HUD-required Public Housing Maximum Rent applicable to the PHA.

      - This sum is the maximum subsidy for which the family could qualify if all members were eligible (Family Maximum Subsidy)

   c. Divide the Family Maximum Subsidy by the number of persons in the family to determine maximum subsidy per family member who has eligible status to get the Member Maximum Subsidy.

   d. Multiply the Member Maximum Subsidy by the number of eligible family members (Eligible Subsidy)

   e. Subtract the amount of the eligible subsidy from the Public Housing Maximum Rent.

2. HUD Maximum Rent

   a. The HUD Maximum Rent is established according to Appendix H of the HUD Guidebook 7465.7, Restrictions on Assistance to Noncitizens

   b. The maximum rent is based on the value of the 95th percentile of the total tenant payment (TTP) for each tenant within the SFHA. The TTP is reported on Line 9j of the Form HUD-50058.

   c. The SFHA shall use a PHA-wide schedule of maximum rents. The maximum rents shall be established for each fiscal year.

III. APPLICANTS

Individuals or families applying for housing assistance must provide certification of citizenship or proof of eligible immigration status at the time of the initial eligibility interview. If at that time, it is determined that the individual, family or family members do not have eligible immigration status, the provisions of the HUD rule as set forth shall be applied.

A. **Certification**: Applicants are required to submit evidence of citizenship or eligible immigration status, or to elect not to contend that one has eligible immigration status.

   1. Citizen: For each family member who is a United States citizen, the evidence consists of a signed declaration of U.S. citizenship. No further verification is required. This document is signed under penalty of perjury.

2. Non-citizen: For non-citizens, the evidence consists of a signed certification of eligible immigration status and the submission of the original of one of the acceptable INS documents: Alien Registration Receipt Card (for permanent resident aliens), Arrival/Departure Record, Temporary Resident Card, Asylum or Refugee Documents, Employment Authorization Card, or a receipt from INS for a replacement document for one of the above listed categories.

3. Minor: Declaration of eligible immigration status also applies to minors. For each minor, a certification must be signed by an adult who is residing in the unit and is responsible for the minor.

4. Family Members Electing Not to Contend Eligible Immigration Status: For each family member electing not to confirm that he/she has eligible immigration status, the member(s) must be listed separately. A signature from the individual(s) is optional. However, the head of house or spouse with eligible immigration status must sign and date the list.

B. **Verification:** After an acceptable INS document has been submitted by the applicant and witnessed by the staff the applicant (s) shall sign a verification consent form which authorizes an INS search to confirm eligible immigration status.

1. Staff shall photocopy the front and the back of the INS document and return the original to the applicant.

2. SFHA shall verify eligible status in the INS Systematic Alien Verification for Entitlements Program (SAVE). **Verification shall not occur unless there is a signed consent form.**

3. If the applicant refuses to sign the verification consent form, for purposes of determining the housing assistance for the family, the family member shall be considered as not having eligible immigration status.

4. SFHA shall request, and the INS shall conduct, a manual secondary check of records in all instances where the SAVE system query results in an negative response.

5. An applicant who submits eligible immigration documentation may not be penalized for delays on the part of those entities, which must verify eligible immigration status.

C. **Determination of Housing Assistance:** A mixed family's housing assistance will be prorated according to the number of family members who have eligible status, as described in II D of this document.

D. **Families that have no members who are citizens or have eligible immigration status are ineligible for public housing:** The application shall be denied.

IV. APPEALS

A. **Request for Appeal:** Upon receipt of notification that the INS secondary verification failed to confirm eligible immigration status, the SFHA shall notify the family in writing of the results of the INS verification and their option to request an appeal to the INS.

B. **Delay of Assistance:** The SFHA shall not delay, deny or terminate assistance until the completion of the INS appeal process for applicants or the completion of the INS process and the SFHA informal hearing process for current residents.

V. FAILURE TO SUBMIT EVIDENCE OF FAMILY COMPOSITION OR ELIGIBLE STATUS

A. **One-time Evidence Requirement for Continuing Occupancy:** The family is required to submit evidence of eligible immigration status for each family member only once during continued occupancy or at the time of the applicant interview. Documentation shall be submitted for any new family members(s) added to the lease at the time the request for lease addition is made.

B. **Failure to Submit Evidence or Establish Eligible Immigration Status.** If the family fails to submit the required evidence of citizenship, or eligible immigration status, the authority will terminate the lease or deny the application for admission.

C. **Changes in Family's Status** If there is a change in the family composition or the eligible status of a family member that effected the resident rule status of the entire family, such changes should be reported to the SFHA's Eligibility Department (if an applicant) or to the appropriate development management office (if a resident) so the change of status can be recorded as soon as possible.

D. **Changing Participation in a HUD Program** Whenever a family applies for admission to a Section 214 covered program, evidence of eligible immigration status must be submitted unless the family has already submitted the evidence to the SFHA for a covered program.

VI. FRAUD

When Fraud is Suspected with Response to a Declaration of Citizenship If the SFHA receives verifiable information that provides a substantial basis to believe that a resident/applicant may have deliberately misrepresented his or her eligibility status and is receiving financial assistance for which he or she may not be eligible, the SFHA shall refer the case to the HUD Inspector General for follow up.

PROCEDURES WHEN DECLARATION OF CITIZENSHIP FRAUD SUSPECTED

I. When the Authority obtains concrete evidence of conflicting information, the Authority will:

A. Obtain additional information from other persons or agencies

B. Take other actions to verify either the applicant/resident/program participant's information or the conflicting information

II. If the Authority's effort conclude that the applicant/resident/program participant supplied incorrect information, then staff must:

A. Document the findings

B. Notify the applicant/resident/program participant in writing of the error, identifying what information is believed to be incorrect

C. Provide the applicant/resident/program participant with an opportunity to meet with SFHA staff within 10 calendar days to discuss the allegation(s)

D. Inform the applicant/resident/program participant that failure to do so may result in the termination of the resident/program participant's assistance or denial of the application

E. Arrange the meeting with a SFHA representative who has not been involved in any manner with the review of the allegedly false information.

III. If the applicant/resident/program participant responds and convinces the Authority that the submissions were correct, then:

A. Staff shall document the record accordingly and close the investigation.

B. Rental assistance payments continue to be made at the set amount.

C. There is no adjustment to the applicant/resident/program participant's rent.

III. If the Authority determines that there is adequate basis for further investigation, then the Authority should require the applicant/resident/program participant to submit whatever documentation is necessary to resolve the issue.

IV. If the applicant/resident/program participant choose to provide a new declaration as an eligible non-citizen, then:

A. Staff shall have the applicant/resident/program participant complete a verification consent form and submit required evidence.

B. Staff shall conduct a primary verification and, if necessary, forward that information to the INS for secondary verification.

V. If the applicant/resident/program participant is still found ineligible at the end of the verification process or choose not to contend eligible status, then the Authority shall take the appropriate action to:

A. Adjust the rent

B. Terminate the assistance

C. Deny the application

END OF INVESTIGATION

DOCUMENTATION OF ELIGIBILE IMMIGRATION STATUS

Staff shall witness the original document(s) for each family member declaring eligible immigration status and photocopy (from and back) each document. Keep a copy in the file. Immediately return the original documents to the family.

The following original documents are acceptable evidence of eligible immigration status, subject to verification with the INS:

1. Form 1-151, Alien Registration Receipt Cart (issued to lawful permanent residents prior to 1979). Form 1-151 will no longer be valid after March 20, 1996.
2. Form 1-551, Alien Registration Receipt Card (for permanent resident aliens);
3. Form 1-94, Arrival-Departure Record, with one of the following annotations;
   a. "Admitted as Refuges Pursuant to Section 207";
   b. "Section 208" or "Asylum";
   c. "Section 243 (h)" or "Deportation stayed by Attorney General";
   d. "Paroled Pursuant to Section 212(d)(5) of the INS:;
4. If Form 1-94, Arrival-Departure Record, is not annotated, then accompanied by one of the following documents:
   a. A final court decision granting asylum (but only if no appeal is taken);
   b. A letter from an INS asylum officer granting asylum (if application is filed on or after October 1, 1990) or from an INS district director granting asylum (if application filed before October 1, 1990);
   c. A court decision granting withholding of deportation; or
   d. A letter from an asylum officer granting withholding of deportation (if application filed on or after October 1, 1990(.
5. Form 1-688, Temporary Resident Cart, which must be annotated "Section 245A: or "Section 210";
6. Form 1-688B, Employment Authorization Card, which must be annotated "Provision of Law 274a.120 1)" or "Provision of Law 247a.12";

7. A receipt issued by the INS indicating that an application for issuance of a replacement document in one of the above-listed categories has been made and the applicant's entitlement to the document has been verified.

SAN FRANCISCO HOUSING AUTHORITY

APPENDIX B:

Resident Grievance Procedures

RESIDENT GRIEVANCE PROCEDURES

I. Applicability

A. This Grievance Procedure is limited to disputes between individual residents and SFHA where SFHA's actions, or failure to act involving the individual resident's lease or SFHA regulations, which adversely affect the individual resident's rights, duties, welfare, or status.

B. Situations not included:

1. Disputes between residents in which SFHA is not involved.
2. Any changes in policies and/or procedures between groups of residents and SFHA's Board of Commissioners.
3. Class grievances.
4. Evictions or termination of leases as a result of a health or safety hazard created by resident, which is also a threat to the health or safety of other residents or SFHA employees.
5. For all aspects of the grievance procedure, a handicapped person shall be provided reasonable accommodation.

II. Definitions

A. **Grievance.** Any dispute which a resident may have with respect to SFHA action or failure to act in accordance with the individual resident's lease or SFHA regulations which adversely affect the individual resident's rights, duties, welfare, or status.

B. **Complainant.** Any resident whose grievance is presented to SFHA or the Development manager in accordance with the adopted procedures.

C. **Elements of Due Process.** Any eviction or termination of residency in a State or local court in which the following procedural safeguards are required:

1. Adequate notice to the resident of grounds for terminating the residency and for eviction;
2. Opportunity for the resident to examine all relevant documents, records and regulations of SFHA prior to the hearing for the purpose of preparing a defense;
3. Right of the resident to be represented by counsel;
4. Opportunity for the resident to refute the evidence by SFHA including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the resident may have;
5. A decision on the merits.

D. **Hearing Officer.** A person selected to hear grievances and make a decision.

E. **Resident.** The adult person (or persons) (other than a live-in aide):

1. Who resides in the unit, and who executed the lease with the SFHA as lessee of the dwelling unit, or, if no such person now resides in the unit.

2. Who resides in the unit, and who is the remaining head of household of the resident family residing in the dwelling unit..

F. **Informal Settlement:** Meeting held with complainant and manager in an attempt to resolve the Grievance before going to formal grievance hearing.

G. **Summary of Discussion.** Result of informal hearing specifying the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and specifying the procedures by which a hearing may be obtained if the complainant is not satisfied.

H. **Escrow Account.** Money held by a third person or party as a good faith promise until a determination is made on what to do with the money.

I. **Waiver.** To release a right or claim the complainant may have to contest the SFHA's disposition of his/her grievance.

J. **Trial De Novo.** The right to a new trial.

III. Responsibilities for a resident requesting a hearing.

Before a complainant can request a hearing by a Hearing Officer, the grievance must be submitted for informal settlement. As a condition precedent to a formal hearing, all grievances shall be personally presented, either orally or in writing, for informal settlement to the property management office in which the complainant resides so that the grievance may be discussed informally and settled without a hearing. However, if the complainant can show good cause why he/she failed to proceed in accordance with the foregoing to the hearing panel, the Hearing Officer may waive provisions of this section.

IV. Informal settlement of grievance.

Any request for an informal settlement must be presented, in writing, within ten (10) days after the SFHA makes the decision that the resident wishes to grieve. The informal settlement will be conducted within fifteen (15) days following receipt of the request. Grievances relating to a notice to quit must be presented within the period set forth on such notice.

A. Summary of the informal settlement discussion must be prepared by the SFHA within five (5) working days.

B. The Summary of Discussion will specify:

1. Names of the participants (the SFHA shall be represented by the Property Manager, District Director, and the Director of Housing Management);

2. Date and time of the meeting;

3. Nature of the proposed disposition of the complaint;

4. Specific reasons for the proposed disposition of the complaint;

5. Procedures by which a hearing may be obtained if the complainant is not satisfied;

6. Statement in bold writing that the complainant has ten (10) days after receipt to request a Hearing. If the complainant's primary language is not English this statement must be provided in the appropriate language.

C. Copies of the Summary of Discussion will be distributed as follows:

1. One copy will be sent to the complainant by Registered or Certified mail or given personally to complainant and a signed receipt obtained from the complainant.

2. One copy will be retained in the complainant's resident file at the SFHA management office

V. Procedure to obtain a formal hearing.

If the complainant is dissatisfied with the final result of the informal settlement decision, he/she must submit a written request for a formal hearing to the SFHA *Legal* Department within ten (10) days after receiving the Summary of Discussion. . This notice shall be in English and each of the following languages: Spanish, Russian, Chinese, Cambodian or Vietnamese.

A. The written request for a Hearing must specify:

1. Reason(s) for the grievance;

2. Action or relief sought

B. A receipt signed by the complainant, or a return receipt for delivery of Registered or Certified mail, whether or not signed, will be sufficient proof to establish time of delivery for the Summary of Discussion, and/or, if applicable, the decision of the emergency transfer review panel.

VI. Failure to request a formal hearing.

If the complainant does not request a Hearing within ten (10) days following the date of receipt of the Summary of Discussion , then:

A. SFHA's decision of the grievance as stated in the Summary of Discussion, becomes final and effective as of SFHA's close of business on the fifth (5th) working day.

B. Such failure shall not constitute a waiver by the complainant of his/her right to contest the SFHA's action in disposing of the complaint in an appropriate judicial proceeding.

VII. Selection of Hearing Officer.

Grievance shall be presented before a hearing officer selected pursuant to these rules.

The Executive Director, in consultation with the recognized tenant associations, shall appoint three individuals to serve as grievance hearing officers. Each officer shall be charged individually with conducting hearings in accordance with the rules set forth in this policy and shall have the ability to read and write and follow and understand the procedures of the grievance process.

VIII. Schedule of hearings

Following the informal settlement meeting and upon a request for a Formal Hearing, then the following will take place:

A. The Hearing Coordinator, an employee of the SFHA who shall be charged with setting hearing dates, will promptly schedule a hearing. The time and place for the hearing will be reasonably convenient to both the complainant and the SFHA.

B. The Hearing Coordinator will schedule the hearings for the second Friday of each month. The hearings will be held before one of the three designated Hearing Officers, who shall rotate responsibilities on a monthly basis. The Hearing Officer shall hear all grievances pending at the time of the monthly hearing. Any resident may object, on a one-time basis, to the designated Hearing Officer or to the time and place of the hearing. However, the objection must be filed and delivered to the Hearing Coordinator at least 24 hours before the hearing is scheduled to commence. Failure to file an objection in compliance with this rule will be considered a waiver of any right to object to the Hearing Officer or time and place of the hearing.

   If the tenant objects to time, place and/or the Hearing Officer, then the hearing shall take place at the next regularly scheduled monthly hearing date.

C. Written notification will be delivered to the complainant and appropriate SFHA official by Registered or Certified mail, or delivered personally and a signed receipt obtained. The written notification will specify:

   1. Time of Hearing;

   2. Place of Hearing; and

   3. Procedures governing the Hearing.

D. Receipts signed by the complainant or SFHA official, or return receipts for delivery of Registered or Certified mail, whether signed or not, will be sufficient to establish delivery.

IX. Procedure governing hearing

A. The Hearing shall be held before a Hearing Officer.

B. The complainant and SFHA shall be afforded a fair Hearing providing the basic safeguards of due process which include:

   1. The opportunity upon request to examine before and during the Hearing, and, at the expense of the complainant, to copy all documents, including records and regulations, of the SFHA that are directly

relevant to the Hearing;

2. The right to be represented by counsel or other person chosen as his/her representative;

3. The right to a private hearing unless the complainant requests a public hearing;

4. The right to present evidence and arguments in support of his/her complaint, to controvert evidence relied on by the SFHA, and to confront and cross-examine all witnesses upon whose testimony or information SFHA relies; and

5. A decision based solely and exclusively upon the evidence presented at the hearing.

C. The Hearing Officer may render a decision without proceeding with the Hearing if the Hearing Officer determines that the issue has been previously decided in another proceeding.

D. At the Hearing, the complainant must first make a showing of an entitlement to the relief sought, and thereafter SFHA must sustain the burden of justifying the SFHA action or failure to act against which the complaint is directed.

E. The Hearing shall be conducted informally by the Hearing Officer and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings.

F. The Hearing Officer shall require the SFHA, the complainant, Counsel and other participants or spectators to conduct themselves in an orderly fashion.

G. Failure to comply with the directions of the Hearing Officer to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

H. The complainant or SFHA may arrange, in advance and at the expense of the party making such request, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

X. Failure to appear at hearing

A. Failure of either party or their representative to appear at the Hearing shall enable the Hearing Officer to determine that the non-appearing party has waived its right to a hearing.

B. The complainant and the SFHA will both be notified in writing of the determination and/or decision by the Hearing Officer.

C. Emergency or other serious situations will be considered on a case by case basis in the determination that the party has waived his/her right to a hearing.

D. Failure of the complainant to appear at the Hearing or a determination the complainant has waived his/her right to a hearing shall not constitute a waiver of any right the complainant may have to contest the (SFHA's) disposition of the grievance in an appropriate judicial proceeding.

XI. Decisions of the Hearing Officer

A. The Hearing Officer shall prepare a written decision, together with the reasons, within ten (10) working days after the hearing.

B. A copy of the decision will be sent to the complainant and the SFHA at the same time.

C. The SFHA will retain a copy of the decision in the resident's folder.

D. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by the SFHA and made available for inspection by a prospective complainant, his/her representative, or the Hearing Officer.

E. The decision of the Hearing Officer shall be binding on the SFHA, which shall take all actions, or refrain from any actions, necessary to carry out the decision. However, the Board of Commissioners of the SFHA shall have the authority to reverse any decision of the Hearing Officer within fifteen (15) days and shall promptly notify the complainant of its determination, when:

1. The grievance does not concern an act or failure to act on the part of the SFHA which adversely affects the complainant's lease, or SFHA regulations, rights, duties, welfare, or status.

2. The decision of the Hearing Officer is contrary to applicable Federal, State or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and the SFHA.

F. A decision by the Hearing Officer or Board of Commissioners in favor of the SFHA or which denies the relief requested by the complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the complainant may have to a trial de novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

XII. Eviction actions in grievances involving lease terminations.

A. If a resident has requested a hearing on a complaint involving a SFHA notice of termination, and the Hearing Officer upholds the SFHA's action to terminate the residency, the SFHA shall not commence an eviction action in a State or local court until it has served a notice to vacate to the resident.

B. In no event shall the notice to vacate be issued prior to the decision of the Hearing Officer having been mailed or delivered to the complainant.

C. Such notice to vacate must be in writing and specify that if the resident fails to quit the premises within the appropriate authorized period, or on the termination date stated in the notice of termination,

whichever is later, appropriate action will be brought against him/her and he/she may be required to pay court costs and attorneys' fees.

1. The Authority shall not terminate or refuse to renew the Dwelling Lease, other than for serious or repeated violation of material terms of the lease, such as the failure to make payments due under the lease, to fulfill the resident obligations as set forth in the lease, the violation of other provisions of the lease or for other good cause.

2. Habitual lateness in payment of rent shall be considered a violation of a material term of the lease, and grounds for eviction. Habitual lateness is defined as a failure to pay rent on the date it is due three (3) times within any consecutive twelve (12) month period.

3. Every reasonable and diligent administrative effort will be made by the Authority to avoid eviction. Before the Authority may take action to terminate the lease and evict a family for any cause, it shall given adequate administrative notice before pursuing appropriate legal actions. Adequate notice shall be as follows:

   a) Fourteen (14) days in the case of failure to pay rent.

   b) Three (3) days in the case of a creation or maintenance of a threat to the health or safety of other tenants, Housing Authority employees or the general public.

   c) Thirty (30) days in all other cases.

Pet Policy

Section 526 of the "Quality Housing and Work Responsibility Act of 1998" (QHWRA) provides for the ownership of pets in federally-assisted rental housing "in accordance with applicable State and local public health regulations." Section 19901 of the California Health and Safety Code provides that, "Notwithstanding any other provision of law, no public agency which owns and operates rental housing accommodations shall prohibit the keeping of not more than two pets by the elderly in such rental housing accommodations." Accordingly, it is the Policy of the Authority to allow pets under the circumstances provided below.

A. A tenant may have up to two animals and one fish aquarium. No dogs of any breed are allowed in public housing unless:

1. the tenant resides in an elderly/disabled development; or
2. the tenant is *62* years or older or disabled and living in a family development ***and*** requires supportive services as defined in California Health and Safety Code section 50685.5.

B. Definition: The term "Pets" is limited to the following domesticated, common household animals: cats, dogs, birds, fish, hamsters. Only one fish aquarium, which shall not exceed 25 gallons, may be kept. Dogs and cats must be spayed or neutered. *The maximum weight for any dog, except service dogs, is 50 pounds.*

C. Application. Prior to housing any pet on premises owned and/or operated by the PHA, a tenant shall apply to the PHA for a permit to do so. The application must be accompanied by the following:

1. A full pet deposit of $100 per pet or fish aquarium. This deposit is refundable after the tenant disposes of the pet or aquarium or vacates and if PHA verifies that there are no expenses directly attributable to the presence of the pet. However, for expenses exceeding the deposited amount, the household shall be responsible to reimburse the PHA for those costs. *The pet deposit does not apply to service animals.*
2. A current dog license issued by the appropriate authority.
3. Signed veterinarians' statement verifying that the animal is in good health, has no communicable diseases or pests, and, in the case of cats and dogs, is spayed or neutered.
4. Evidence that the pet has received all current inoculations or boosters including parvovirus, distemper, hepatitus, leptospirosis, feline distemper, rhino tracheitis, calcivirus, and pneumonitis must be provided.
5. A signed statement from the Tenant acknowledging that he/she has received and read the Pet Rules and agrees to comply with them and accept any and all financial and personal liability associated with the personal pet ownership in the housing project.

6. A color picture of the pet, except for fish, must be provided both at the time of application and when the pet reaches adult size.

D. Approval of Pet Application. Once all of the conditions for application for pet ownership permit have been met, the Property Manager shall make a decision on the resident's application within five (5) working days. If approved, the resident will be informed in writing. The Property Manager may re-validate the pet ownership permit at each subsequent annual re-certification as long as the tenant continues to follow the guidelines established in this Pet Policy. Failure to re-validate the pet ownership permit shall result in the removal of the pet or termination of the Tenant's tenancy or both.

E. Refusal of Pet Application. PHA may refuse, subject to PHA's grievance procedure, to approve a pet application due to the following reasons:

1. The animal does not meet the definition of pet.

2. Tenant fails to provide complete application information required by the Pet Ownership Policy.

F. Revoking Pet Ownership. Maintaining a pet in a facility owned and/or operated by PHA shall be subject to the rules set forth herein. The Tenant's pet ownership may be revoked at any time, subject to PHA's Grievance Procedure, due to any of the following reasons:

1. Management determines that the pet is not properly cared for.

2. The pet presents a threat to the safety and security of other tenants, PHA employees, contractors and others on the premises.

3. The pet is destructive or causes an infestation.

4. The pet disturbs other tenants for reasons including but not limited to noise, odor, cleanliness, and sanitation.

5. Tenant fails to re-validate the pet ownership permit as required in the Pet Ownership Policy.

G. All tenants allowed to keep a pet shall comply with the following rules:

1. In the case of dogs, proof that the pet is currently licensed must be provided annually.

2. Evidence that the pet has received all current inoculations or boosters including parvovirus, distemper, hepatitus, leptospirosis, feline distemper, rhino tracheitis, calcivirus, and pneumonitis must be provided to the HCDCH annually.

3. No pet may be kept in violation of State law or local ordinances with respect to humane treatment or health.

4. If pets are left unattended for a period of twenty-four (24) hours or longer, the Management may enter the dwelling unit to remove the pet. The Management will transfer the pet to the proper authorities, subject to the provisions of

California State law and pertinent local ordinances. PHA accepts no responsibility for the animal under such circumstances.

5. No animal shall be kept, raised, or bred for any commercial purpose.

6. Dogs and cats must wear identification tags specifying resident's name and apartment number.

7. All pets shall remain inside the Tenant's dwelling unit. No animal shall be permitted in laundromats, hallways, community rooms, public restrooms, or other designated common areas unless to allow for ingress and egress to the building. Pets must be leashed or carried at all times while in elevator.

8. When taken outside the unit, dogs and cats must be kept on a leash, no longer than six (6) feet, controlled by a responsible individual.

9. No animal may be leashed to any stationary object outside the Tenant' s apartment.

10. Birds must be confined to a cage at all times.

11. Vicious and/or intimidating dogs or animals with a past history of attack or aggressive behavior towards other animals or people will not be allowed. No resident shall have a dog of a breed known as a Pit Bull, Rottweiler, German Shepherd, or Doberman Pinscher, nor any mixed breed thereof, unless it is specifically trained and currently used as a certified seeing eye, hearing, or service dog. ***Companion dogs do not qualify as exempt from the breed restrictions.***

12. Tenants shall not permit their pet to disturb, interfere, or diminish the peaceful enjoyment of other tenants. The terms "disturb", "interfere", and "diminish" shall include but not be limited to barking, howling, chirping, biting, scratching, and other like activities.

13. Tenants must provide litter boxes, which must be kept in the dwelling unit for cat waste. Tenants shall not permit refuse from litter boxes to accumulate nor to become unsightly or unsanitary. Litter shall be changed not less than once a week and placed in a plastic bag, properly disposed of by being placed in a trash container outside of the building, and at no time washed down any drains or flushed down any toilets. Pet waste may not be put down the garbage chutes.

14. Tenants shall take adequate precautions and measures necessary to eliminate pet odors within or around the unit and shall maintain the unit in a sanitary condition at all times.

15. Tenants are responsible for cleaning up pet waste from their pet both inside and outside the dwelling unit and on facility grounds. Waste must be disposed of by being placed in a sealed plastic bag and then placed in a trash container outside of the building. At no time is pet waste washed down any drains or flushed down any toilets. Pet waste may not be put down the garbage chutes.

16. PHA may designate areas on the project grounds for pet exercise and deposit of waste or may prohibit the entire grounds from being used for pet exercise and deposit of waste. PHA shall provide adequate written notification to Tenant in event of any designation or prohibition.

17. Tenants shall not alter their dwelling unit, patio, or unit area in order to create an enclosure for any pet. No doghouses, animal runs, etc. will be permitted.

18. Tenants are responsible for all damages caused by their pets including the cost of professional cleaning of carpets and/or fumigation of units.

19. PHA may designate areas within a project, building, floor, or section of building, where pet owners must live and may direct such moves as may be necessary to establish such areas. The areas may be adjusted and PHA may direct such additional moves as may be necessary to meet changing needs. PHA shall provide adequate written notification to tenant should any designation be made. Tenant agrees to comply with PHA's request to move pursuant to this paragraph.

20. Tenants are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without the written permission of PHA.

21. Guests may not bring pets (any type) onto the premises. No pet sitting will be allowed.

H. Animals That Assist the Disabled.

1. Elderly/disabled tenants must still comply with all aspects of this Pet Policy.

2. Dogs, which must be specifically trained and currently used to assist blind, deaf, or physically disabled individuals, *may be allowed in units with an elderly/disabled individual.* The tenant must submit documentation to the *property office* of each dog's training or certification for the purpose of assisting disabled individuals.

3. To determine that a *dog may be allowed into family housing development, or tobe exempted from the breed restrictions, the head of household must provide a written certification,* from a licensed medical doctor on a form provided by the PHA, *that a member of the household has a* disability *and requires the assistance of an animal as either a service or companion animal.*

I. Violation of this Pet Policy may be grounds for removal of the pet or termination of the tenant's lease, or both.

1. Any pet not permitted under this policy shall be permanently removed from SFHA property within 30 days, during which time any such animal may be surrendered to an animal shelter or otherwise permanently removed at the owner's expense.

2. If the pet is removed, either a receipt from an animal shelter or notarized letter from the new owner verifying that the pet resides at a new address will be required.

3. If the tenant refuses to permanently remove the pet, the lease termination process will be initiated in accordance with procedures set forth in the Rental Agreement and State law.

SAN FRANCISCO HOUSING AUTHORITY

APPENDIX D:

Home Business Policy

Home Business Policy

San Francisco Housing Authority encourages residents living in its properties to organize to operate home businesses. Any such home business, which includes any legal profit making activities or nonprofit activities, must receive written approval from SFHA prior to beginning any such business activity. This policy does not cover children's businesses such as a child's paper route, a child's sale of merchandise or products from catalogs, or a child's sale of merchandise for youth, school, church, sports, or nonprofit organizations. Such children's activities are expressly permitted and do not require prior notice or consent of SFHA.

I. Procedures

A. A resident wishing to operate a home business must submit, in writing, his or her request for approval to the Customer Service Administrator, or designee, through the Property Manager and District Director. The written request will be in a format designed by SFHA and is the formal agreement between SFHA and the resident if SFHA approves the home business. The information required by SFHA will include the following:

1. A full description of the home business (bookkeeping, computer, child care, etc.);
2. anticipated hours of operation;
3. evidence that the home occupations will comply with local, state and federal regulations, including but not limited to licensing, bonding, and insurance requirements;
4. anticipated storage or special accommodations necessary for the daily operation of the home business; and
5. anticipated revenue of the home business.

B. If required, the resident will obtain insurance to fully indemnify SFHA for any or all damages and injuries to any person, including but not limited to, SFHA property or employees, if damages or injuries occur as a direct or indirect result of the home business operation.

C. The Customer Service Administrator, or designee, will review each business on a case-by-case basis, based on the number of existing businesses in each complex, including childcare operations. The basis of approval will depend on the impact to the other residents at the housing site.

D. All residents whom SFHA has approved to operate a business in his or her home must obtain a business license through the California Department of Commerce and must keep the business license current until they have ended the business.

E. The home business agreement/contract is an addendum to the resident's lease agreement with SFHA. The operation of any approved home business is subject to all of the terms and conditions of the resident's lease agreement with SFHA.

II. Terms and Conditions

If a resident's home business operation is approved, the resident and all household members who are involved with the home business meet and agree to the following terms and conditions.

A. The resident must agree to and abide by all of the terms and conditions as stipulated in the Resident Home Business Agreement/Contract.

B. The Customer Service Administrator may approve a joint home business operation if two or more residents plan to engage in a partnership. They must clearly define the make up of the partnership, showing how they distribute the partnership, by percentage whether equally or with one partner being more responsible for the operation than another partner. The partnership must also clearly define the dollar amount that will be used in the anticipation of income that is reported to SFHA.

C. SFHA allows no more than one business be operated from each unit.

D. No modifications to the unit shall be made by the tenant, or by the SFHA on behalf of the tenant, to accommodate the proposed business.

E. SFHA will not transfer any family to a larger unit to accommodate the proposed business.

F. A tenant shall not be allowed to propose a business in order to avoid moving from a unit that is considered "overhoused" for that family size.

G. The resident business may be required to name SFHA as an additional insured where General Liability insurance coverage is necessary to meet licensing requirements.

H. At the time the resident(s) informs the Property Manager of his or her interest in starting a home business, they will be provided a copy of this Policy and the Resident Home Business Agreement/Contract. The Property Manager will insure that the resident understands the terms of the Policy and Contract and will assist as much as feasible.

I. When the resident's business is approved by SFHA, the approval becomes the written agreement between SFHA and the resident, with the resident agreeing to the Terms and Conditions applicable to that business. Furthermore, before the commencement of any such approved business activity, the resident must have executed the written agreement with SFHA and obtained any other documentation required, including but not limited to, proof of insurance and/or an Alaskan business license.

III. Child Care Businesses

SFHA will allow childcare businesses at the discretion of the Customer Service Administrator or designee. SFHA will consider the impact that the child cares business will have on the other residents and project facilities. Any resident who wishes to provide childcare in their home must adhere to the following guidelines.

Number of children under 12 living in your home	Number of children that you may care for other than those living in your home	Total number of children under 12 that you may care for in your home	Total number of children younger than 24 months that you may care for
0	6	6	3
1	5	6	3
2	4	6	3
3	3	6	3
4	2	6	3
5	1	6	3
6	0	0	0

A. SFHA requires that all child care businesses, no matter the number of children being cared for, be licensed through either the State of California. It is the resident's responsibility to contact the appropriate agency.

B. All childcare businesses must carry the minimum liability insurance of no less than $300,000. It is the responsibility of the childcare provider to verify that they are in compliance with the individual liability policy requirements.

C. All residents intending to provide childcare in their homes must provide a recent (no older than 90 days) national criminal background check. A copy of the background check can be obtained from the City of San Francisco Police Department. SFHA reserves the right to obtain and review any applicant's report obtained from the SFPD.

D. Childcare businesses are prohibited in buildings designed for elderly families.

E. The resident operating the child care business is totally responsible for the welfare and actions of the children under his or her care and is bound to all Lease provisions governing actions of guests.

F. All childcare businesses must follow the safety guidelines as outlined in the SFHA Home Business Contract.

IV. Types of Businesses Prohibited

Prohibited types of businesses on SFHA properties include, but are not limited to:

- automobile or vehicle repair,
- raising and care of pets,
- small engine repairs,
- the sale of tobacco, drugs, alcohol, weapons;
- other illegal activities such as prostitution;
- a bed and breakfast;
- any business that requires the use of equipment that generates excessive heat or fire; or
- *any business that uses excessive utilities, creates excessive noise, or creates excessive foot or automobile traffic*

V. Reporting Income

The resident must keep accurate records to permit SFHA to verify income, or other requirements existing in SFHA's Policy and Procedures manual and the terms and conditions of the Lease, and to provide any other documentation requested by SFHA. Partnerships must clearly define the profits and/or losses of the tenants participating in the partnership in order for SFHA to determine applicable income.

VI. Renewal

SFHA will review the operation of the home business at the annual recertification of the resident as specified in SFHA's Policy and Procedures manual and Lease Agreement. At such time SFHA will ask that the resident submit to SFHA documentation of renewals of insurance, licenses, bonds, and permits as required by state and local rules regulating that business.

VII. Resident Councils

Fully accredited Resident Councils who wish to operate some form of business, either for profit or resident convenience, must also submit their application to the Customer Service Administrator for approval. The stipulations of Section I through VIII of this policy generally apply, although the Customer Service Administrator has the authority to waive requirements that are inappropriate and/or restrict the entrepreneurial efforts of the councils and/or waive requirements that are inappropriate.

VIII. Grievance Procedures

Residents owning a home business that SFHA has asked to terminate or move off the premises, may grieve this action by SFHA by following SFHA's policies and procedures.

IX. Documentation Procedures

Upon receipt of a completed Contract from the resident, the Property Manager will forward it, with the Property Manager's recommendations, through the District Director to the Customer Service Administrator.

Upon approval, the Customer Service Administrator, or designee, shall send the original Resident Home Business Agreement/Contract to the Office of General Counsel. One copy shall be maintained in the Customer Service Administration files. One copy shall be sent to the Property Manager for inclusion into the Tenant File. One copy shall be provided to the resident to keep for his/her business records.

Resident Home Business Agreement/Contract

I. Applicant Information

I, _____, wish to operate the following business from my residence located at:

_____

Street Address Apt. # City Zip Code

_____

Home Telephone # Work Telephone #

Type of Business (Please give a full description of the business)

Name of Business: _____

Full Description of Business:

Hours of Operation:

Days of the Week	Hours of Operation
From _____	From _____am/pm
To _____	To _____am/pm

Other: _____

II. Specific Requirements

I agree and understand that I am required to obtain the following items, if checked, and must be maintained at all times that I am conducting the home business that is the subject of this agreement.

❑ Business License No. _____

❑ Insurance_____

(Company and type)

- ❑ Requirement for SFHA to be named as additionally insured.
- ❑ Bonding _____
  (Company and type)
- ❑ First Aid and CPR courses (childcare businesses only)
- ❑ Licensed (childcare businesses only)
- ❑ Safety gates in front of inside staircases (childcare businesses only)
- ❑ Plastic guards over all electrical outlets that are not in use and are within the reach of children (childcare businesses only)
- ❑ 2A:10BC dry chemical fire extinguisher for each level of the home (childcare businesses only)
- ❑ Other _____

III. Special Accommodations
(List any anticipated storage or special accommodations that the business will require.)

IV. Anticipated Earnings

V. Anticipated Start of Business

_____ _____
Signature of Head of Household Date

_____ _____
Signature of Co-Partner (if applicable) Date

❑ Approved ❑ Disapproved

_____ _____
Signature of Customer Service Administrator/Designee Date

SAN FRANCISCO HOUSING AUTHORITY

APPENDIX E:

Tenant Association Policy

Tenant Associations Policy

San Francisco Housing Authority encourages residents living in its properties to organize and establish a Tenant Association, pursuant to 24 CFR § 964. The SFHA will officially recognize a duly elected resident council (or tenant association) as the sole representative of the residents of the affected development(s).

I. Purpose

It is the policy of the San Francisco Housing Authority (SFHA) to encourage Public Housing residents to work collectively to improve and maintain a suitable quality of life within their respective housing sites. To help achieve this, residents have the right to organize and elect a resident council to represent their interests

II. Resident Organizations

A. Establishment

Upon written request by residents, the SFHA shall provide appropriate guidance to assist them in establishing and maintaining a resident organization. The SFHA shall consult with residents to determine the extent to which residents desire to organize and participate in the management of their housing site. Nothing in these policies shall be construed as requiring residents to organize as a resident council.

B. Resident Councils

1. It is the policy of the SFHA to recognize and accept the resident council as the official channel for communication with that community, so long as the terms of 24 CFR 964 and the SFHA/RC Memorandum of Understanding are met.

2. The SFHA may withhold or withdraw Resident Council recognition if it is determined that the Resident Council has failed to meet the established criteria for formal recognition.

C. Criteria for Formal Resident Council Recognition

1. The SFHA shall officially recognize a Resident Council that satisfies the following criteria.

    a. It shall extend membership and voting rights to all households within the Resident Council's identified area of representation. The SFHA shall recognize only one Resident Council as the official representative of residents in a development. Residents from more than one development may choose to collaborate for the purpose of forming an area-wide resident council. If the Council represents more than one housing site, its membership shall be proportional to the respective number of units within the different sites.

b. It has adopted bylaws and abides by them.

c. It has conducted elections in a timely manner in accordance with its bylaws as specified in 24 CFR 964.7

d. Its bylaws call for regular Board meetings at least once every three months, open to all members.

e. Its bylaws, notices, or other forms of communication show evidence of good-faith efforts to inform all members of meetings and issues pertaining to the represented area.

f. It complies with all applicable laws, ordinances and regulations including, but not limited to, statutes affecting non-profit corporations, employee/employer requirements, and land use and health codes.

g. It can show evidence of good-faith efforts to achieve reasonable representation on its governing Board of all racial and ethnic groups within the local housing site.

h. It agrees to participate in a mediation discussion or, if necessary, an arbitration hearing in the event of an unresolved dispute with the SFHA.

D. Procedure for Recognizing Resident Councils

1. Resident Council's seeking recognition shall submit a written request to the Administrator of the Customer Service Department. The request must contain the following information:

   a. The official name of the established Resident Council.

   b. The name, mailing address, and phone number of a designated Resident Council contact person.

   c. A copy of the Resident Council by-laws.

   d. The date of the most recent Resident Council Board election and the name and address of each Board member.

   e. A description of how the election was conducted (e.g. efforts to achieve a balanced slate of nominees, the method of balloting, and the number of votes cast).

   f. The ***transcript or minutes*** of all Board and general Resident Council meetings in the past 12 months.

   g. A description of how residents are notified of meetings.

   h. A letter signed by the Resident Council President certifying the Resident Council's willingness to enter into a mediation/arbitration process in the event of a dispute with the SFHA.

2. All decisions on recognition shall be made by the SFHA based solely upon the evidence required in C(1) and D(1).

3. The SFHA Director or designee shall inform the Resident Council requesting recognition of her/his decision within 30 days of receipt of all documentation required in D(1). All such communications shall be in writing and include any and all reasons for denial of recognition, if appropriate.

4. Recognition shall remain in effect for a period not to exceed three (3) years. Resident Council's may renew their recognition by following the process outlined above.

5. In the case of disputes between two or more groups of local residents, all of whom request recognition as a Resident Council, the SFHA shall attempt to reach an amicable settlement among all parties.

6. If the SFHA is unsuccessful at reaching an amicable settlement among all parties, the SFHA Director or designee shall recognize the organization which most fairly and effectively represents residents of the development. Such decisions shall be based solely upon the criteria contained in Section C and information submitted according to the requirements of Section D.

   Notice of such decisions, including an explanation of the facts of the case and the reasons for the decision, shall be submitted in writing to all resident organizations that have requested recognition, as well as all residents of the impacted development.

7. If no group satisfactorily satisfies the criteria for recognition, the SFHA shall order an election for Resident Council representatives to be held within 90 days. The SFHA shall inform all residents of the local development(s) of such a decision and the reasons thereof. Elections shall be supervised by an independent, disinterested party. No requests for recognition will be accepted by the SFHA until after such elections are held and a new Resident Council Board is constituted.

8. Upon receipt of notice of recognition, the SFHA and Resident Council shall execute the Memorandum of Understanding containing the responsibilities of both parties.

III. Conditional Recognition

The SFHA Executive Director may waive any of the provisions of Section C(1) and recognize a Resident Council for a period not to exceed one year upon submission by the Resident Council of a plan to meet the requirements of Section C(1).

IV. Withdrawal of Recognition

A. The SFHA may decertify a Resident Council as an officially recognized resident organization only on evidence, with prior written notification, of failure to meet the criteria set forth in C(1).

B. Prior to official decertification, the SFHA will issue a *Notice of Intent to Withdraw* Recognition and will include a statement of the reasons for this action.

C. The Resident Council will have 60 days from the date of issue to take corrective action and respond to the notice.

D. A final determination shall be made by the SFHA within 30 days of receipt of the Resident Council response to the withdrawal notice. Notice of a final determination shall be issued to the Resident Council in writing.

E. The written determination shall state that the determination made is the final administrative action, from which any appeal must be taken within 30 days of the date the notice is distributed or mailed.

V. Resident Management Corporations (RMC)

A. It is the policy of the SFHA to support a Resident Council's expressed interest in establishing a Resident Management Corporation. Support may be extended in the form of technical assistance, training, or the provision of funds and/or equipment.

B. Upon receipt of a management proposal from a Resident Management Corporation, the SFHA will enter into good-faith negotiations and shall make every reasonable effort to come to terms with the proposal as required in 24 CFR 964.27.

VI. Scope of Participation of Local Resident Organizations

Resident Councils may elect to participate in the administration of their housing program in the following areas:

A. Budgets

1. Upon receipt of a written request from a Resident Council, the SFHA shall furnish a copy of the appropriate operating budget proposed for the following fiscal year at least 14 days prior to AHFC Board action.

2. Accompanying the proposed budget shall be an explanation of the procedure Resident Councils may follow to obtain further information or submit comments and recommendations.

3. The SFHA shall notify Resident Councils of any grant proposals received by the SFHA that might affect their local property and invite participation in the preparation of applications.

B. SFHA Policy Changes

1. Upon receipt of a written request from the Resident Council, the SFHA shall send notice of AHFC Board of Directors meetings to Resident Councils at least seven days in advance.

2. The SFHA shall submit to Resident Council any proposed changes in policies that affect residents of a housing site, in accordance with HUD regulations.

3. Resident Councils may request meetings with SFHA representatives to discuss draft proposals or written comments. The SFHA Customer Service Administrator, or designee, shall schedule such meetings within 14 days of receipt of the request.

4. The SFHA shall issue final policy decisions to all Resident Councils, including a response to pertinent Resident Council comments. In addition, the SFHA may, at its discretion, notify all local residents, through newsletters or other special mailings, of policy changes having an impact on large numbers of residents.

5. In situations where a Resident Council is beginning to organize or does not exist, the SFHA shall submit proposed policy changes to the Property Manager who shall be responsible for informing residents.

C. Redevelopment/Modernization

1. Each formally recognized Resident Council whose property is eligible for Capital Fund Program funding shall be invited to participate in an annual review process of the five-year plan. The SFHA shall recognize, in writing, all comments received from the Resident Councils when submitted in writing.

3. Affected Resident Councils shall be notified by the SFHA of the award of construction, architectural or engineering contracts, and all proposed construction schedules. Notification may consist of a written communication to the Resident Council president or a presentation at a Resident Council meeting.

4. Resident Councils may choose to be represented at pre-construction conferences.

5. The SFHA shall inform the appropriate Resident Council of approved emergency items affecting the life, health and safety of residents, including the scheduled start-up date for correcting the emergency and the division or department responsible for the work.

6. Resident Councils have the right to inform the SFHA about any critical health, safety or energy work items that need to be addressed, whether or not a formal funding round for modernization has been announced.

D. Demolition or Disposition of Property

1. The SFHA shall notify a Resident Council in writing of its intent to demolish or dispose of real estate property owned by AHFC within its development, including a description and rationale for the proposed action.
2. The Resident Council may submit comments, including suggested alternatives, within 30 days of SFHA notification. The SFHA shall respond to such comments within 30 days. This process may be expedited at the discretion of AHFC.
3. Upon submission of a request for demolition or disposition to HUD, the SFHA shall notify the Resident Council that the submission has been made and that a complete copy of the request is available for review during normal working hours.
4. The SFHA shall notify the Resident Council of the outcome of the SFHA demolition/disposition request.

E. Resident Employment

1. AHFC shall encourage qualified residents to apply for all permanent or temporary positions. AHFC shall give preference to qualified resident applications for any position at the SFHA, consistent with collective bargaining agreements, equal employment laws and practices, and state and federal law.
2. The AHFC Personnel Department will notify the Resident Councils of permanent or temporary positions available at the SFHA, including job descriptions, qualifications, salary or wage information, application closing date and the person to whom applications should be directed. Such information will be posted in the local property office during normal working hours in a location readily accessible to residents.
3. The SFHA shall strongly encourage all general contractors engaged in construction and modernization work for the SFHA to train and employ Public Housing residents in accordance with, and to the greatest extent possible, consistent with applicable laws, rules and regulations adopted thereunder.

F. Management & Maintenance

1. The Director of Housing Operations shall notify Resident Councils of changes in the assignments of local Property Managers or the creation of new local manager positions.
2. Upon receipt of a written request from the Resident Council, the property manager, maintenance supervisor, and a representative from the Resident Services staff (if required) shall meet, at a time convenient for the Resident Council, to discuss local maintenance issues.

G. Community/Resident Services

1. Resident Councils have the right to review, comment on and evaluate the existing community/resident service programs (including staff performance) serving the residents of the Resident Council's housing site.

2. A Resident Council has the right to review and comment on the establishment of new services, the allocation of non-residential space for community/resident services programming, and long-range service delivery plans for residents of the Resident Council's housing site.

3. A Resident Council has the right to review and comment on funding proposals for community/resident service programs at the site it represents.

H. Requests for Information

1. The SFHA shall, upon request from a Resident Council, provide reasonable information which does not violate applicable confidentiality laws or regulations relating to the administration of the housing site the Resident Council represents.

2. All pertinent SFHA policy and procedure documents, including applicable HUD regulations, shall be made available for review by Resident Council's during normal working hours.

VII. Funds and Facilities

A. Funds

1. The Resident Council shall provide the funds required to establish and maintain a viable council. The SFHA shall provide guidance and training to implement and audit an approved budget process.

2. Each Resident Council shall maintain its budget according to its bylaws. The SFHA reserves the right to examine and audit the financial records of any duly elected Resident Council.

3. Additional funds may be awarded by the SFHA, through a merit or competitive process, subject to availability of resources, to help fund eligible tenant initiatives programs.

B. Facilities

1. If requested, the SFHA shall strive to provide a Resident Council with reasonable office space. The SFHA reserves the right to require that Resident Council office space be located in non-residential space which conforms to all appropriate building codes.

2. Whenever practicable, AHFC will offer surplus equipment, furnishings and supplies to Resident Council's for use in conducting council business. Other services such as duplication, fax, and telephone shall be made available as needed and subject to funding availability.

3. The SFHA shall endeavor to make available common rooms for resident organization activities. Where such common rooms do not exist, the SFHA shall work with the Resident Councils to arrange for such meeting places, with the cost to be borne by the SFHA, according to available funds.

VIII. Resident Rights to Participate in Resident Councils

A. SFHA Involvement

1. The SFHA shall encourage and assist residents in their organizing activities. The SFHA shall not in any way interfere with or discourage resident organizing activities, nor shall it seek to evict residents or take reprisals against residents for their activities of organizing, joining or participating in the activities of a Resident Council.

2. SFHA representatives shall refrain from attending any Resident Council meeting that has been called for the exclusive attendance of residents only.

B. Resident Council Communication

Resident Councils have the right to communicate with each other and distribute information to fellow residents without SFHA interference.

SAN FRANCISCO HOUSING AUTHORITY

APPENDIX F:

Market Analysis

&

Development Flat Rents

Home Business Policy

San Francisco Housing Authority encourages residents living in its properties to organize to operate home businesses. Any such home business, which includes any legal profit making activities or nonprofit activities, must receive written approval from SFHA prior to beginning any such business activity. This policy does not cover children's businesses such as a child's paper route, a child's sale of merchandise or products from catalogs, or a child's sale of merchandise for youth, school, church, sports, or nonprofit organizations. Such children's activities are expressly permitted and do not require prior notice or consent of SFHA.

I. Procedures

A. A resident wishing to operate a home business must submit, in writing, his or her request for approval to the Customer Service Administrator, or designee, through the Property Manager and District Director. The written request will be in a format designed by SFHA and is the formal agreement between SFHA and the resident if SFHA approves the home business. The information required by SFHA will include the following:

1. A full description of the home business (bookkeeping, computer, child care, etc.);
2. anticipated hours of operation;
3. evidence that the home occupations will comply with local, state and federal regulations, including but not limited to licensing, bonding, and insurance requirements;
4. anticipated storage or special accommodations necessary for the daily operation of the home business; and
5. anticipated revenue of the home business.

B. If required, the resident will obtain insurance to fully indemnify SFHA for any or all damages and injuries to any person, including but not limited to, SFHA property or employees, if damages or injuries occur as a direct or indirect result of the home business operation.

C. The Customer Service Administrator, or designee, will review each business on a case-by-case basis, based on the number of existing businesses in each complex, including childcare operations. The basis of approval will depend on the impact to the other residents at the housing site.

D. All residents whom SFHA has approved to operate a business in his or her home must obtain a business license through the California Department of Commerce and must keep the business license current until they have ended the business.

E. The home business agreement/contract is an addendum to the resident's lease agreement with SFHA. The operation of any approved home business is subject to all of the terms and conditions of the resident's lease agreement with SFHA.

II. Terms and Conditions

If a resident's home business operation is approved, the resident and all household members who are involved with the home business meet and agree to the following terms and conditions.

A. The resident must agree to and abide by all of the terms and conditions as stipulated in the Resident Home Business Agreement/Contract.

B. The Customer Service Administrator may approve a joint home business operation if two or more residents plan to engage in a partnership. They must clearly define the make up of the partnership, showing how they distribute the partnership, by percentage whether equally or with one partner being more responsible for the operation than another partner. The partnership must also clearly define the dollar amount that will be used in the anticipation of income that is reported to SFHA.

C. SFHA allows no more than one business be operated from each unit.

D. No modifications to the unit shall be made by the tenant, or by the SFHA on behalf of the tenant, to accommodate the proposed business.

E. SFHA will not transfer any family to a larger unit to accommodate the proposed business.

F. A tenant shall not be allowed to propose a business in order to avoid moving from a unit that is considered "overhoused" for that family size.

G. The resident business may be required to name SFHA as an additional insured where General Liability insurance coverage is necessary to meet licensing requirements.

H. At the time the resident(s) informs the Property Manager of his or her interest in starting a home business, they will be provided a copy of this Policy and the Resident Home Business Agreement/Contract. The Property Manager will insure that the resident understands the terms of the Policy and Contract and will assist as much as feasible.

I. When the resident's business is approved by SFHA, the approval becomes the written agreement between SFHA and the resident, with the resident agreeing to the Terms and Conditions applicable to that business. Furthermore, before the commencement of any such approved business activity, the resident must have executed the written agreement with SFHA and obtained any other documentation required, including but not limited to, proof of insurance and/or an Alaskan business license.

III. Child Care Businesses

SFHA will allow childcare businesses at the discretion of the Customer Service Administrator or designee. SFHA will consider the impact that the child cares business will have on the other residents and project facilities. Any resident who wishes to provide childcare in their home must adhere to the following guidelines.

Number of children under 12 living in your home	Number of children that you may care for other than those living in your home	Total number of children under 12 that you may care for in your home	Total number of children younger than 24 months that you may care for
0	6	6	3
1	5	6	3
2	4	6	3
3	3	6	3
4	2	6	3
5	1	6	3
6	0	0	0

A. SFHA requires that all child care businesses, no matter the number of children being cared for, be licensed through either the State of California. It is the resident's responsibility to contact the appropriate agency.

B. All childcare businesses must carry the minimum liability insurance of no less than $300,000. It is the responsibility of the childcare provider to verify that they are in compliance with the individual liability policy requirements.

C. All residents intending to provide childcare in their homes must provide a recent (no older than 90 days) national criminal background check. A copy of the background check can be obtained from the City of San Francisco Police Department. SFHA reserves the right to obtain and review any applicant's report obtained from the SFPD.

D. Childcare businesses are prohibited in buildings designed for elderly families.

E. The resident operating the child care business is totally responsible for the welfare and actions of the children under his or her care and is bound to all Lease provisions governing actions of guests.

F. All childcare businesses must follow the safety guidelines as outlined in the SFHA Home Business Contract.

IV. Types of Businesses Prohibited

Prohibited types of businesses on SFHA properties include, but are not limited to:

- automobile or vehicle repair,
- raising and care of pets,
- small engine repairs,
- the sale of tobacco, drugs, alcohol, weapons;
- other illegal activities such as prostitution;
- a bed and breakfast; or
- any business that requires the use of equipment that generates excessive heat or fire.

V. Reporting Income

The resident must keep accurate records to permit SFHA to verify income, or other requirements existing in SFHA's Policy and Procedures manual and the terms and conditions of the Lease, and to provide any other documentation requested by SFHA. Partnerships must clearly define the profits and/or losses of the tenants participating in the partnership in order for SFHA to determine applicable income.

VI. Renewal

SFHA will review the operation of the home business at the annual recertification of the resident as specified in SFHA's Policy and Procedures manual and Lease Agreement. At such time SFHA will ask that the resident submit to SFHA documentation of renewals of insurance, licenses, bonds, and permits as required by state and local rules regulating that business.

VII. Resident Councils

Fully accredited Resident Councils who wish to operate some form of business, either for profit or resident convenience, must also submit their application to the Customer Service Administrator for approval. The stipulations of Section I through VIII of this policy generally apply, although the Customer Service Administrator has the authority to waive requirements that are inappropriate and/or restrict the entrepreneurial efforts of the councils and/or waive requirements that are inappropriate.

VIII. Grievance Procedures

Residents owning a home business that SFHA has asked to terminate or move off the premises, may grieve this action by SFHA by following SFHA's policies and procedures.

IX. Documentation Procedures

Upon receipt of a completed Contract from the resident, the Property Manager will forward it, with the Property Manager's recommendations, through the District Director to the Customer Service Administrator.

Upon approval, the Customer Service Administrator, or designee, shall send the original Resident Home Business Agreement/Contract to the Office of General Counsel. One copy shall be maintained in the Customer Service Administration files. One copy shall be sent to the Property Manager for inclusion into the Tenant File. One copy shall be provided to the resident to keep for his/her business records.

Resident Home Business Agreement/Contract

I. Applicant Information

I, _____, wish to operate the following business from my residence located at:

_____

Street Address Apt. # City Zip Code

_____

Home Telephone # Work Telephone #

Type of Business (Please give a full description of the business)

Name of Business: _____

Full Description of Business:

Hours of Operation:

Days of the Week	Hours of Operation
From _____	From _____am/pm
To _____	To _____am/pm

Other: _____

II. Specific Requirements

I agree and understand that I am required to obtain the following items, if checked, and must be maintained at all times that I am conducting the home business that is the subject of this agreement.

- ☐ Business License No. _____
- ☐ Insurance_____

(Company and type)

- ☐ Requirement for SFHA to be named as additionally insured.
- ☐ Bonding _____ _____
  (Company and type)
- ☐ First Aid and CPR courses (childcare businesses only)
- ☐ Licensed (childcare businesses only)
- ☐ Safety gates in front of inside staircases (childcare businesses only)
- ☐ Plastic guards over all electrical outlets that are not in use and are within the reach of children (childcare businesses only)
- ☐ 2A:10BC dry chemical fire extinguisher for each level of the home (childcare businesses only)
- ☐ Other _____

III. Special Accommodations
(List any anticipated storage or special accommodations that the business will require.)

IV. Anticipated Earnings

V. Anticipated Start of Business

_____ _____
Signature of Head of Household Date

_____ _____
Signature of Co-Partner (if applicable) Date

☐ Approved ☐ Disapproved

_____ _____
Signature of Customer Service Administrator/Designee Date

SAN FRANCISCO HOUSING AUTHORITY

APPENDIX G:

Civil Rights Policy

CIVIL RIGHTS POLICY

The San Francisco Housing Authority is dedicated to providing quality, public affordable housing. Our goal is to create welcoming, secure communities for families, the elderly and disabled persons. We strive to prevent residents and guests from actions that could be considered civil rights incidents. We work diligently to create positive living environments to enhance the quality of life for our residents.

Each of our developments is a special place, reflecting the rich diversity in the experiences and backgrounds of our residents and the surrounding neighborhoods. We welcome people from many different walks of life and enjoy being part of their lives in a meaningful way by providing secure, comfortable housing. We encourage, celebrate, and value diversity in our communities.

We take pride in continually working to provide our residents with safe and sanitary housing within their financial means. We make every effort to provide the highest level of customer service and to be a good neighbor. We are a positive influence within the neighborhoods we serve and work to impact positively the lives of our residents and the surrounding communities.

It is the policy and duty of the San Francisco Housing Authority to administer all aspects of its housing program without regard to race, color, gender, religion, ethnicity or national origin, disability or sexual orientation. The San Francisco Housing Authority affirms that this Civil Rights Policy and the accompanying rules and procedures are intended to provide a process by which applicants, residents, and their visitors may report and seek redress from threats, harassment, violence or abuse while they are on San Francisco Housing Authority property.

Further, it is the policy of the San Francisco Housing Authority to comply with all applicable laws relating to Civil Rights, including:

- The Federal Fair Housing Act (formerly Title VIII of the Civil Rights Act of 1968)
- Section 504 of the Rehabilitation Act of 1973 (federal)
- Title II of the American with Disabilities Act of 1990 (federal)
- Title VI of the Civil Rights Act of 1964 (federal)
- The Fair Employment and Housing Act (State of California)
- Any applicable local San Francisco Ordinances

Moreover, residents of the San Francisco Housing Authority are entitled to be free from unlawful discrimination. To ensure the success of this policy, the Commission specifically declares that this Civil Rights Policy augments and supplements the San Francisco Housing Authority Dwelling Lease, Section 13 (L), which states: "to assure that all Household members, guests, or other persons under the Tenant's control, shall not engage in: (1) any activity that threatens the health, safety or the right to peaceful enjoyment of any of the premises of other residents or SFHA employees...".

Consistent with this policy, alleged civil rights violations will be promptly reviewed and rapidly

addressed. Violations of the San Francisco Housing Authority dwelling lease, as augmented and supplemented by this policy, could result in action, up to and including eviction, against those found violating the lease or this policy.

RULES AND PROCEDURES

I. Overview

The San Francisco Housing Authority will ensure that anyone who believes that he/she has been victimized by an alleged discriminatory act in violation of his/her civil rights is strongly encouraged to report the incident to the SFHA. The SFHA has established a procedure for this reporting to occur. An ensuing investigation will document the alleged act of discrimination along with appropriate recommendations and/or remedies.

II. Guidelines

A. Compliance with Civil Rights Laws

The Federal Fair Housing Act (formerly Title VIII of the Civil Rights Act of 1968)
Section 504 of the Rehabilitation Act of 1973 (federal)
Title II of the American with Disabilities Act of 1990 (federal)
Title VI of the Civil Rights Act of 1964 (federal)
The Fair Employment and Housing Act (State of California)
Any applicable local San Francisco Ordinances

B. Tenant Certification of Civil Rights Policy

All tenants will certify that they have read, understand, and agree to comply on behalf of themselves, all members of their household, any guests, and any other persons under their control with the SFHA Civil Rights Policy. The Civil Rights Policy will be read and explained to the tenant prior to certification. Non-english speaking tenants will receive a copy of the Civil Rights Policy and the Tenant Certification in their respective language. This certification will take place at the time of admission into any housing unit under the jurisdiction of the SFHA.

C. Confidentiality

Information and documents received during any administrative inquiry conducted by the SFHA will be kept confidential to the extent required by law. Individuals shall be entitled to copies of their own affidavits or other documents they signed. Federal, state, and local law enforcement agencies, including civil rights agencies, shall be provided with such information and documents as is authorized by law. No retaliatory action will be taken against any person for having reported an alleged civil rights violation or for having aided or encouraged a person to report

a civil rights violation or for having assisted in the investigation of such a report.

D. Identifying a Civil Rights Incident

1. In the event of an emergency, 911 is to be called immediately.

2. Any person (employee or tenant) learning of an incident involving threats, harassment, violence or abuse must report it immediately to the Office of Civil Rights Inquiries (415) 715-3190, (fax) 715-3102. The Office of Civil Rights Inquiries will make the determination as to whether or not a civil rights incident has occurred.

E. Civil Rights Information Telephone Line

A non-emergency 24-hour telephone information line has been established for the sole purpose of receiving reports of alleged incidents of civil rights violations at public housing developments. This telephone number is clearly posted in all housing development offices and community rooms.

F. Response Procedures

The SFHA will conduct an Administrative Inquiry whenever an alleged civil rights violation is reported. The following guidelines will be observed:

1. Identify emergency situations and get immediate police or other assistance.

2. Complete Incident Report Form and give copy to tenant. Determine the facts and circumstances surrounding the incident and prepare a report detailing the incident including any recommendations. The following factors should be considered in the administrative inquiry:

   a) The identity of the offender(s)
   b) The nature of the incident
   c) Did the offender act with a bias motive or intent?
   d) Has the offender committed prior acts of misconduct?
   e) Are reliable and credible witnesses available to support the contention of the alleged civil rights violation
   f) Are there are any special handicaps or mitigating circumstances
   g) Whether a household member who committed the act is of a young age
   h) Whether the tenant took steps to prevent the household member's conduct
   i) The seriousness and circumstances of the incident

3. Request a copy of the SFPD incident report, if available.

4. Inform the tenant of his/her right to file a complaint with the US Department of Housing and Urban Development and the San Francisco Human Rights Commission.

G. Log Book Entry

A master Log Book for Alleged Civil Rights Incidents will be maintained by the SFHA. The Log Book will contain the following information on all incidents:

(1) file number
(2) name, address and telephone number of tenant
(3) description of the nature of the complaint; and
(4) name and address of the offender(s), if known.

H. Records

All records will be preserved for a period of no less than five (5) years following the date of the incident.

San Francisco Housing Authority
City and County of San Francisco

440 Turk Street
San Francisco, CA 94102
(415) 554-1200

Agenda

PHA PLAN
2002 ANNUAL SUBMITTAL

Meeting Objective:	Resident Advisory Board Meeting #4
Date and Time:	Tuesday, June 11, 2002. From 3:00 P. M. to 4:30 P.M.
Location:	440 Turk Street, Commission Room

A. WELCOME and INTRODUCTIONS

B. REVIEW OF 2002 CFP ANNUAL STATEMENT REVISIONS

C. REVIEW OF 2002 CFP FIVE-YEAR PLAN REVISIONS

D. REVIEW OF NEW PROPOSED SITES FOR DISPOSITION AND DEMOLITION

E. APPROVAL OF REVISIONS FOR THE 2002 PHA PLAN

DOCUMENTS DEPT.

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PROPOSED REVISION FOR THE 2002 CFP ANNUAL STATEMENT
June 11, 2002

During the planning process for the Y2002 CFP application, the Housing Authority assumed that next years funding would be the same as this year. HUD recently notified all Housing Authorities of their allocation, which typically were 15% less than last year. The SFHA's reduction was 6.5% because of bonuses received.

Therefore, it is necessary to reduce the CFP budget line items amounts from those previously planned. Attached is the **DRAFT** planned CFP budget showing the revised line items highlighted.

In summary, the changes are:

1406, Operating Subsidy:	Reduced by 6.5%, a reduction of $206,544 (it remains 20% of total funding)
1408, Management Improvements:	Reduced by 6.5%, a reduction of $206,544 (it remains 20% of total funding; all lines were reduced equally and none were eliminated)
1410, Administration:	Reduced by 6.5%, a reduction of $103,271 (it remains 10% of total funding).
1430, Fees and Costs:	No change.
1450, 1460 and 1465 Site Improvements, Dwelling Structures, & Equipment	Reduced 7.5%, a reduction of $516,360. Westside Courts Water Main & Sewer Improvements cut from $370,000 to $161,835 (for Phase I only). Westbrook Emergency Deck Repairs cut from $343,195 to $150,000 (for Phase I only). PHA Wide Sidewalk Repairs cut from $100,000 to $50,000. PHA Wide ADA Emergency Exit Signage cut from $100,000 to $50,000.

Proposed SFHA Five Year Capital Plan Overview

June 11, 2002

Fiscal Year 2004 Highlights (2003 CFP Annual Statement)

- **All serious safety issues will be funded**
  - Damaged play equipment will be addressed
  - Damaged exterior lighting will be addressed
  - Damaged paving will be addressed
  - Damaged smoke detectors will be addressed
  - Fixed window security grilles will be modified to open in emergencies
  - Damaged safety fencing will be addressed
  - Damaged fire escapes will be addressed
- **Building systems with the highest need will be funded**
  - Three aging elevators systems will be addressed
  - Four aging fire alarm systems will be addressed
  - Two aging ventilation systems will be addressed
  - Aging intercom systems at four buildings will be replaced
  - One new emergency generator will be installed
  - Leaking roofs and weathered building exteriors will be addressed
  - Damaged structural elements will be addressed
  - Aging fire exit signs will be upgraded
- **Remaining required modifications for the disabled will be funded**
  - Two Community Rooms will be made accessible
- **One community will receive stabilization funding**
  - Sunnydale will receive $200,000
- **One redeveloped community will receive its final phase of revitalization funding**
  - 951 Eddy will receive $1,800,000

Fiscal Year 2005 Highlights (2004 CFP Annual Statement)

- **Building systems in poor condition will be funded**
  - Sixteen additional intercom systems will be replaced
  - Six additional elevator systems will be addressed
  - Two additional aging ventilation systems will be addressed
  - Two additional aging fire alarm systems will be addressed
  - Three additional emergency generators will be addressed
  - JFK will receive new windows and major boiler system upgrades
  - Additional weathered building exteriors will be addressed
  - Additional aging fire exit signs will be upgraded
  - Ping Yuen will receive exterior lighting upgrades
- **Communities that will receive stabilization funding**
  - Potrero Terrace will receive $150,000
  - Sunnydale will receive $200,000
  - Westbrook will receive $100,000
  - Potrero Annex will receive $100,000
  - Hunters Point will receive $100,000
  - Alice Griffith will receive $150,000
  - Velasco will receive $50,000

- **Funding will be allocated for City-wide activates**
  - Fire damaged units will be addressed
  - Appliances will be replaced
  - Additional funding for ADA/504 reasonable accommodations

Fiscal Year 2006 Highlights (2005 CFP Annual Statement)

- **Additional building systems in poor condition will be funded**
  - Nine additional aging ventilation systems will be addressed
  - Ping Yuen will receive paving, window and plumbing upgrades
  - Great Highway will receive heating upgrades and exterior painting
  - Additional aging fire exit signs will be upgraded
- **Communities that will receive stabilization funding**
  - Potrero Terrace will receive $150,000
  - Sunnydale will receive $200,000
  - Westside Courts will receive $100,000
  - Westbrook will receive $100,000
  - Potrero Annex will receive $100,000
  - Hunters Point will receive $100,000
  - Hunters View will receive $60,000
  - Alice Griffith will receive $150,000
  - Velasco will receive $50,000
- **Additional funding will be allocated for City-wide activates**
  - Additional funding to assess lead-based paint conditions
  - Additional funding to abate or contain lead and/or asbestos materials

Fiscal Year 2007 Highlights (2006 CFP Annual Statement)

- **Additional building systems in poor condition will be funded**
  - Seven additional aging ventilation systems will be addressed
  - Six aging boiler systems will be addressed
  - Eight aging plumbing and/or heating systems will be addressed
  - Worn carpeting at five developments will be replaced
  - Aging windows at Ping Yuen North will be replaced
  - The inadequate electrical system at 4101 Noriega will be upgraded
- **Communities that will receive stabilization funding**
  - Potrero Terrace will receive $150,000
  - Sunnydale will receive $200,000
  - Westside Courts will receive $100,000
  - Westbrook will receive $100,000
  - Potrero Annex will receive $100,000
  - Hunters Point will receive $100,000
  - Alice Griffith will receive $150,000
- **Additional funding will be allocated for City-wide activates**
  - Fire damaged units will be addressed
  - Appliances will be replaced
  - Additional funding for ADA/504 reasonable accommodations

Fiscal Year 2008 Highlights (2007 CFP Annual Statement)

- **Additional building systems in poor condition will be funded**
  - Holly Courts will receive major site and building upgrades
  - 3850 18th Street will receive boiler and plumbing upgrades
  - 1880 Pine will receive major boiler and window upgrades
- **Communities that will receive stabilization funding**
  - Potrero Terrace will receive $150,000
  - Sunnydale will receive $200,000
  - Westside Courts will receive $100,000
  - Westbrook will receive $100,000
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- **Additional funding will be allocated for City-wide activates**
  - Additional funding to assess lead-based paint conditions
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Annual Statement/Performance and Evaluation Report
Capital Fund Program (CFP)
Part I: Summary

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157
(Exp. 3/31/02)

PHA/HA Name		Comprehensive Grant Number	FFY of Grant Approval
SAN FRANCISCO HOUSING AUTHORITY	2002 CAPITAL FUND	CA39P001712-02	2002

☒ Original Annual Statement ☐ Reserve for Disasters/Emergencies ☐ Revised Annual Statement/Revision Number ___

☐ Performance & Evaluation Report as of _____ ☐ Final Performance & Evaluation Report

Line No.	Summary by Development Account		Total Estimated Cost		Total Actual Costs (2)	
			Original	Revised (1)	Obligated	Expended
1	Total Non-CGP Funds					
2	1406	Operating Subsidy	$3,149,643			
3	1408	Management Improvement	$3,149,643			
4	1410	Administration	$1,724,822			
5	1411	Audit				
6	1415	Liquidated Damages				
7	1430	Fees and Costs	$1,302,475			
8	1440	Site Acquisition				
9	1450	Site Improvement	$500,000			
10	1460	Dwelling Structures	$5,616,632			
11	1465.1	Dwelling Equipment - Nonexpendable	$275,000			
12	1470	Nondwelling Structures				
13	1475	Nondwelling Equipment	$30,000			
14	1485	Demolition				
15	1490	Replacement Reserve				
16	1492	Moving to Work Demonstration				
17	1495.1	Relocation Cost				
18	1498	Mod Used for Development				
19	1502	Contingency (may not exceed 8% of line 18)				
20	**Amount of Annual Grant (Sum of lines 2-17)**		$15,748,215			
21	Amount of line 18 Related to LBP Activities		$425,000			
22	Amount of line 18 Related to Section 504 Compliance		$639,000			
23	Amount of line 18 Related to Security		$2,086,000			
24	Amount of line 18 Related to Energy Conservation Measures		$886,835			

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Signature of Executive Director and	Date	Signature of Public Housing Director/Programs Administrator	Date
X Gregg Fortner, Executive Director		X	

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Annual Statement/Performance and Evaluation Report
2002 Capital Fund Program (CFP)
Part II: Supporting Pages

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157
(Exp. 3/31/02)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Account Number	Quantity	Total Estimated Cost		Funds Obligated [2]	Funds Expended [2]	Status of Proposed Work [2]
				Original	Revised [1]			
CAL 1-1, Holly Courts	Boilers, water lines and valves replacement (Phase 2 of 3)	1460	100%	$250,000				
CAL 1-3, Sunnydale	OIG finding, site work at Bldg. 22E	1450	100%	$250,000				
CAL 1-8, Westside Courts	Water main line & sewer Improv. (Phase 1)	1460	100%	$161,835				
CAL 1-9, Westbrook	Emergency Decks repair/ replacement (Phase 1)	1460	100%	$150,000				
	Waterproofing and structural repairs	1460	100%	$440,847				
CAL 1-10, Potrero Annex	Waterproofing and structural repairs	1460	100%	$400,000				
CAL 1-15, Ping Yuen	504/ADA Compliance. Common spaces	1460	100%	$40,000				
	Upgrade ventilation system	1460	100%	$405,000				
CAL 1-18(4) Alice Griffith	Waterproofing and structural repair	1460	100%	$719,950				
	Security booth upgrade	1460	100%	$19,000				
CAL 1-18 (10), Woodside Garde	Range replacement	1465.1	100%	$75,000				
	Boiler replacement	1460	100%	$250,000				
CAL 1-18(13), Mission Dolores	Install new intercom system	1460	100%	$20,000				
CAL 1-19 (1), 990 Pacific Ave.	Replace fire alarm system	1460	100%	$125,000				
	Range replacement	1465.1	100%	$50,000				
CAL 1-20, 3850 18th St.	Replace fire alarm system	1460	100%	$125,000				
CAL 1-23, 1880 Pine St.	New intercom system	1460	100%	$20,000				
	Replace fire alarm system	1460	100%	$125,000				
CAL 1-27, 350 Ellis St	Replace fire alarm system	1460	100%	$125,000				

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Signature of Executive Director and Date

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Gregg Fortner, Executive Director

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Annual Statement/Performance and Evaluation Report
2002 Capital Fund Program (CFP)
Part II: Supporting Pages

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157
(Exp. 3/31/02)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Account Number	Quantity	Total Estimated Cost		Funds Obligated [2]	Funds Expended [2]	Status of Proposed Work [2]
				Original	Revised [1]			
CAL 1-28, 666 Ellis St	Replace fire alarm system	1460	100%	$125,000				
CAL 1-32, 1760 Bush St.	Replace fire alarm system	1460	100%	$125,000				
CAL 1-35, 2698 California St.	504/ADA compliance. Units	1460	100%	$40,000				
			SUBTOTAL :	$4,041,632	$0	$0	$0	
HA-Wide HQS (Housing Quality Standards Compliance) Repair/replacement for the following: heaters, bathtub/shower, toilet, windows, floor tile, kitchen cabinets, sink/plumbing, stove/vent, ceilings, walls, doors/frames, electrical, refrigerator and/or other HQS items								
HA-Wide Priority Replacement Housing			n/a	$0				
HA-Wide Lead Testing		1430	As Req.	$50,000				
HA-Wide Lead Abatement **(Force Account)**		1460	As Req.	$375,000				
HA-Wide Asbestos Testing		1430	As Req.	$50,000				
HA-Wide Asbestos Abatement **(Force Account)**		1460	As Req.	$100,000				
Mold and Mildew Remediation **(Force Account)**		1460	As Req.	$75,000				
Blood-born pathogens decontamination **(Force Account)**		1460	As Req.	$50,000				
HA-Wide 504/ADA reasonable accommodations **(Force Account)**		1460	As Req.	$200,000				
HA-Wide Fire unit repair **(Force Account)**		1460	As Req.	$200,000				
HA-Wide New appliances		1465.1	As Req.	$150,000				
HA-Wide Hazard testing		1430	As Req.	$10,000				
HA-Wide Sidewalk repair/replacement		1450	As Req.	$50,000				
HA-Wide Playground repairs/replacement/removal		1450	As Req.	$100,000				
ADA Emergency Exit Signage		1460	Phases 1 0f 3	$50,000				
Hardwire smoke detectors (16 developments)		1460	As Req.	$600,000				
Elevator upgrades at 22 senior buildings		1460	As Req.	$200,000				
Improve lighting		1450	As Req.	$100,000				
Surveillance cameras (Phase I, senior bldgs.)		1460	13%	$50,000				
Modernization of Property Offices PHA Wide		1460	100%	$50,000				
			SUBTOTAL PHA WIDE:	$2,460,000	$0	$0	$0	
			TOTAL CONSTRUCTION:	$6,501,632				

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X Gregg Fortner, Executive Director	X

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Annual Statement/Performance and Evaluation Report
2002 Capital Fund Program (CFP)
Part II: Supporting Pages

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157
(Exp. 3/31/02)

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Account Number	Quantity	Total Estimated Cost		Funds Obligated [2]	Funds Expended [2]	Status of Proposed Work [2]
				Original	Revised [1]			
Management Improvements (20% of total grant)								
	M.I.S.- New accounting and Housing Software	1408		$1,032,000				
	Security	1408		$1,877,000				
	Hope VI application	1408		$23,400				
	Photographic & Imaging equipment for Employee ID badge	1408		$4,700				
	Staff Training - Finance	1408		$23,400				
	Staff Training - Customer Services	1408		$35,000				
	Applicant screening services	1408		$46,000				
	Resident Eviction Costs	1408		$28,000				
	Resident Notices/ mailing	1408		$4,600				
	Reference materials	1408		$4,600				
	Resident Initiative Program	1408		$70,943				
			SUBTOTAL:	$3,149,643	$0	$0	$0	

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Annual Statement/Performance and Evaluation Report
2002 Capital Fund Program (CFP)
Part II: Supporting Pages

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Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Account Number	Quantity	Total Estimated Cost		Funds Obligated [2]	Funds Expended [2]	Status of Proposed Work [2]
				Original	Revised [1]			
Administration (@ 11% of Total Grant)	Administration of CGP	1410	100%	$1,724,822				The Administration Allocation of funding exceeds the 10% allowable by 1% because it includes Inspector's Salaries.
Fees & Costs (@ 8% of Total Grant)	In-house/consultant design	1430	100%	$1,167,475				
	Needs Assessment Market Analysis.	1430	100%	$25,000				
Contingency (@ 0% of Total Grant)	Construction Contingency	1502	100%	$0				
Operating Subsidy (@20% Of total grant)		1406	100%	$3,149,643				
Nondwelling Equipment/Structure	Preventive ergonomic office furniture	1475	100%	$30,000				
			SUBTOTAL:	$6,096,940	$0	$0	$0	
			TOTAL GRANT:	$15,748,215	$0	$0	$0	

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Annual Statement/Performance and Evaluation Report
2002 Capital Fund Program (CFP)
Part III: Implementation Schedule

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0157
(Exp. 3/31/02)

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
1-1 Holly Courts							
Boilers, water lines and valves replacemen (Phase 2 of 3)	9/30/04			9/30/06			
1-2, Potrero Terrace							
OIG finding, site work at Bldg. 22E	9/30/04			9/30/06			
1-8 Westside Courts							
Water main line & sewer improv.	9/30/04			9/30/06			
1-9 Westbrook							
Emergency Decks repair/ replacement	9/30/04			9/30/06			
Waterproofing and structural repairs	9/30/04			9/30/06			
1-10 Potrero Annex							
Waterproofing and structural repairs	9/30/04			9/30/06			
CAL 1-15, Ping Yuen							
504/ADA Compliance. Common spaces	9/30/04			9/30/06			
Upgrade ventilation system	9/30/04			9/30/06			
1-18(4), Alice Griffith							
Waterproofing and structural repair	9/30/04			9/30/06			
Security booth upgrade	9/30/04			9/30/06			
1-18(10), Woodside Gardens							
Range replacement	9/30/04			9/30/06			
Boiler replacement	9/30/04			9/30/06			
1-18(13), Mission Dolores							
Install new intercom system	9/30/04			9/30/06			
1-19 (1), 990 Pacific Ave.							
Replace fire alarm system	9/30/04			9/30/06			
Range replacement	9/30/04			9/30/06			
1-20, 3850 18thSt.							
Replace fire alarm syster	9/30/04			9/30/06			

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Annual Statement/Performance and Evaluation Report
2002 Capital Fund Program (CFP)
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Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
1-21, 320/330 Clementina							
Security booth	9/30/04			9/30/06			
1-23, 1880 Pine St.							
New intercom system	9/30/04			9/30/06			
Replace fire alarm system	9/30/04			9/30/06			
CAL 1-27, 350 Ellis St							
Replace fire alarm system	9/30/04			9/30/06			
CAL 1-28, 666 Ellis St							
Replace fire alarm system	9/30/04			9/30/06			
CAL 1-32, 1760 Bush St.							
Replace fire alarm system	9/30/04			9/30/06			
1-35, 2698 California							
504/ADA compliance. Units	9/30/04			9/30/06			
PHA Wide							
HA-Wide Lead Testing	9/30/04			9/30/06			
HA-Wide Lead Abatement (FA)	9/30/04			9/30/06			
HA-Wide Asbestos Testing	9/30/04			9/30/06			
HA-Wide Asbestos Abatement (FA)	9/30/04			9/30/06			
Mold and Mildew Remediat.. (FA)	9/30/04			9/30/06			
Blood-born pathogens decontamination (FA	9/30/04			9/30/06			
HA-Wide 504/ADA reasonable accommodd	9/30/04			9/30/06			
HA-Wide Fire unit repair (FA)	9/30/04			9/30/06			
HA-Wide New appliances	9/30/04			9/30/06			
HA-Wide Hazard testing	9/30/04			9/30/06			
HA-Wide Sidewalk repair/replacement	9/30/04			9/30/06			
HA-Wide Playground repairs/replacement/re	9/30/04			9/30/06			
ADA Emergency Exit Signage	9/30/04			9/30/06			
Hardwire smoke detectors (16 development	9/30/04			9/30/06			
Elevator upgrades at 22 senior buildings	9/30/04			9/30/06			
Improve lighting	9/30/04			9/30/06			
Surveillance cameras (Phase I, senior bldgs.)	9/30/04			9/30/06			
Modernization of Property Offices PHA Wide	9/30/04			9/30/06			

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Annual Statement/Performance and Evaluation Report
2002 Capital Fund Program (CFP)
Part III: Implementation Schedule

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Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates (2)
	Original	Revised (1)	Actual (2)	Original	Revised (1)	Actual (2)	
Management Improvement							
M.I.S.- New accounting and Housing Software	9/30/04			9/30/06			
Security	9/30/04			9/30/06			
Hope VI application	9/30/04			9/30/06			
Photographic & Imaging equipment for Employee	9/30/04			9/30/06			
Staff Training	9/30/04			9/30/06			
Staff Training	9/30/04			9/30/06			
Applicant screening services	9/30/04			9/30/06			
Resident Eviction Costs	9/30/04			9/30/06			
Resident Notices/ mailing	9/30/04			9/30/06			
Reference materials	9/30/04			9/30/06			
Resident Initiative Program	9/30/04			9/30/06			
Administration	9/30/04			9/30/06			
Fees and Costs							
In-house/consultant design	9/30/04			9/30/06			
Legal costs.	9/30/04			9/30/06			
Needs Assessment Market Analysis.	9/30/04			9/30/06			
Nondwelling Equipment/Structure							
Preventive ergonomic office furniture	9/30/04			9/30/06			
Operating Subsidy	9/30/04			9/30/06			

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X Gregg Fortner, Executive Director		X	

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Proposed SFHA Five Year Capital Plan Overview

June 11, 2002

Fiscal Year 2004 Highlights (2003 CFP Annual Statement)

- **All serious safety issues will be funded**
  - Damaged play equipment will be addressed
  - Damaged exterior lighting will be addressed
  - Damaged paving will be addressed
  - Damaged smoke detectors will be addressed
  - Fixed window security grilles will be modified to open in emergencies
  - Damaged safety fencing will be addressed
  - Damaged fire escapes will be addressed
- **Building systems with the highest need will be funded**
  - Three aging elevators systems will be addressed
  - Four aging fire alarm systems will be addressed
  - Two aging ventilation systems will be addressed
  - Aging intercom systems at four buildings will be replaced
  - One new emergency generator will be installed
  - Leaking roofs and weathered building exteriors will be addressed
  - Damaged structural elements will be addressed
  - Aging fire exit signs will be upgraded
- **Remaining required modifications for the disabled will be funded**
  - Two Community Rooms will be made accessible
- **One community will receive stabilization funding**
  - Sunnydale will receive $200,000
- **One redeveloped community will receive its final phase of revitalization funding**
  - 951 Eddy will receive $1,800,000

Fiscal Year 2005 Highlights (2004 CFP Annual Statement)

- **Building systems in poor condition will be funded**
  - Sixteen additional intercom systems will be replaced
  - Six additional elevator systems will be addressed
  - Two additional aging ventilation systems will be addressed
  - Two additional aging fire alarm systems will be addressed
  - Three additional emergency generators will be addressed
  - JFK will receive new windows and major boiler system upgrades
  - Additional weathered building exteriors will be addressed
  - Additional aging fire exit signs will be upgraded
  - Ping Yuen will receive exterior lighting upgrades
- **Communities that will receive stabilization funding**
  - Potrero Terrace will receive $150,000
  - Sunnydale will receive $200,000
  - Westbrook will receive $100,000
  - Potrero Annex will receive $100,000
  - Hunters Point will receive $100,000
  - Alice Griffith will receive $150,000
  - Velasco will receive $50,000

- **Funding will be allocated for City-wide activates**
  - Fire damaged units will be addressed
  - Appliances will be replaced
  - Additional funding for ADA/504 reasonable accommodations

Fiscal Year 2006 Highlights (2005 CFP Annual Statement)

- **Additional building systems in poor condition will be funded**
  - Nine additional aging ventilation systems will be addressed
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  - Westside Courts will receive $100,000
  - Westbrook will receive $100,000
  - Potrero Annex will receive $100,000
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  - Hunters View will receive $60,000
  - Alice Griffith will receive $150,000
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- **Additional funding will be allocated for City-wide activates**
  - Additional funding to assess lead-based paint conditions
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Fiscal Year 2007 Highlights (2006 CFP Annual Statement)

- **Additional building systems in poor condition will be funded**
  - Seven additional aging ventilation systems will be addressed
  - Six aging boiler systems will be addressed
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  - Potrero Terrace will receive $150,000
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- **Additional funding will be allocated for City-wide activates**
  - Fire damaged units will be addressed
  - Appliances will be replaced
  - Additional funding for ADA/504 reasonable accommodations

Fiscal Year 2008 Highlights (2007 CFP Annual Statement)

- **Additional building systems in poor condition will be funded**
  - Holly Courts will receive major site and building upgrades
  - 3850 18th Street will receive boiler and plumbing upgrades
  - 1880 Pine will receive major boiler and window upgrades
- **Communities that will receive stabilization funding**
  - Potrero Terrace will receive $150,000
  - Sunnydale will receive $200,000
  - Westside Courts will receive $100,000
  - Westbrook will receive $100,000
  - Potrero Annex will receive $100,000
- **Additional funding will be allocated for City-wide activates**
  - Additional funding to assess lead-based paint conditions
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PROPOSED SFHA CFP FIVE YEAR PLAN
(FISCAL YEAR 2003 - 2007)

DEVELOPMENT	IDENTIFIED URGENT PHYSICAL NEEDS	DLR COSTS In Thousands	FUNDS REMAINING from FY 2001 / 2002	FY 2003 2002 CFP Annual Statement	FY 2004	FY 2005	FY 2006	FY 2007
Holly Courts	Exterior Lighting	80			80			
	Boilers	180	250 (2001&2)					
	Plumbing	550		250				
	Sewers	120						
	Asbestos Pipes	120		34				
	Electrical	890						
	Fencing	30			30			
	Play Equipment	50			50			
	Windows	640						
	Paving Repairs/Sitework	350			50			
	Interior Modernization	410						
Potrero Terrace	Paving Repairs	640	80 (2002)					
	Play Equipment	40			40			
	Fencing	190			50			
	Exterior Lighting	10			10			
	Plumbing/Boilers/Electrical	25,110	487 (2001)			150	150	150
Sunnydale	Play Equipment	190			190			
	Fencing	50			50			
	Exterior Lighting	40			40			
	Smoke Detectors	10	funded					
	Roof Drainage	10			10			
	Openable Window Grilles	10			10			
	Paving Repairs/Soil erosion repairs	1,630		250	150			
	Plumbing/Electrical	11,070			200	200	200	200
	3 ADA/504 Units	-	funded					
Westside Courts	Smoke Dectors	20			20			
	Play Equipment	80			80			
	Paving Repairs	90			50			
	Exterior Lighting	10			10			
	Plumbing/Electrical	1,550		162			100	100
	ADA/504 Work	-			50			
Westbrook Apts.	Exterior Lighting	70			70			
	Smoke Detectors	10			10			
	Plumbing/Electrical	10,220				100	100	100
	Paving Repairs	360	65 (2002)					
	Fencing	140			50			
	Waterproofing	-		440				
	Decks	-		150				

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PROPOSED SFHA CFP FIVE YEAR PLAN
(FISCAL YEAR 2003 - 2007)

DEVELOPMENT	IDENTIFIED URGENT PHYSICAL NEEDS	DLR COSTS in Thousands	FUNDS REMAINING from FY 2001 / 2002	FY 2003 2002 CFP Annual Statement	FY 2004	FY 2005	FY 2006	FY 2007
Potrero Annex	Childcare Fencing	10			10			
	Roof Drainage	10			10			
	Exterior Decks and Stairs	450		400				
	Smoke Dectors	30			30			
	Openable Window Grilles	10			10			
	Plumbing/Electrical	5,300				100	100	100
	Paving Repairs	450	100 (2001&2)					
	Canopies	120	363 (2002)					
Ping Yuen	Fire Alarm System	50			50			
	Exterior Lighting	240				240		
	Intercom	80				80		
	Play Equipment	80			80			
	Paving Repairs	160			100		60	
	Plumbing	1,240					1,240	
	Windows	4,970					2,340	
	Security Fencing and Gates	-	130 (2002)					
	ADA/504 Work	-		40				
	Ventilation	-		405				
Alemany	Street Fencing	20			20			
	Paving Repairs	90	10 (2001)		90			
	Smoke Dectors	20			20			
	Exterior Resurfacing	20			20			
	Openable Window Grilles	70			70			
	ADA/504 ramps	-	35 (2001)					
Hunters Point A	Exterior Lighting	140			140			
	Fire Escapes	10			10			
	Roof Drainage	10			10			
	Decks and Railing	20			20			
	Exterior Resurfacing	140						
	Plumbing/Electrical	3,980				100	100	100
	Paving Repairs	50	80 (2001)					
	Soil Erosion Control	-	185 (2002)					
JFK Towers	Windows	330				330		
	Intercom	70				30		
	Boilers	1,140				260		
	Ventilation	-					120	
Hunters View	Exterior Lighting	30			30			
	Play Equipment	30			30			
	Fencing	190			50			
	Smoke Dectors	70			10			
	Paving Repairs	920			50			
	Roof Drainage	30			20			
	Plumbing/Electrical	6,240					60	

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PROPOSED SFHA CFP FIVE YEAR PLAN
(FISCAL YEAR 2003 - 2007)

DEVELOPMENT	IDENTIFIED URGENT PHYSICAL NEEDS	DLR COSTS in Thousands	FUNDS REMAINING from FY 2001 / 2002	FY 2003 2002 CFP Annual Statement	FY 2004	FY 2005	FY 2006	FY 2007
Alice Griffith	Play Equipment	370			280			
	Paving Repairs	1,890	16 (2001)		50			
	Fencing	350			50			
	Exterior Lighting	160			160			
	Openable Window Grilles	50			50			
	Exterior Building Repairs	1,230		720				
	Plumbing/Boilers/Electrical	9,960				150	150	150
	Security Booth	-		19				
Rosa Parks	Paving Repairs	80			80			
	Exterior Resurfacing	240	621 (2001)					
	Roofing	100						
	Intercom	30	20 (2001)		10			
	Emergency Call System	10						
	Smoke Dectors	10			10			
	Ventilation	-					250	
	Elevators	-				600		
Ping Yuen North	Smoke Dectors	10			10			
	Boilers	1,540						300
	Elevators	520			520			
	Windows	3,202						2,100
	ADA/504 Work	-			50			
Valesco (Hayes V.)	Fire Alarm System	30			30			
	Exterior Lighting	10			10			
	Decks and Railing	10			10			
	Boilers	210				50		
	Plumbing	100					50	
Woodside Gardens	Paving Repairs	80			80			
	Fire Alarm System	170			170			
	Intercom	30				30		
	Boilers	740	40 (2002)	250				
	Ventilation	-					130	
	Ranges	-		75				
Mission Dolores	Paving Repairs	10			10			
	Intercom	30		20	10			
	Ventilation	-					120	
	Fire Alarm System	-	121 (2001)					

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PROPOSED SFHA CFP FIVE YEAR PLAN
(FISCAL YEAR 2003 - 2007)

DEVELOPMENT	IDENTIFIED URGENT PHYSICAL NEEDS	DLR COSTS In Thousands	FUNDS REMAINING from FY 2001 / 2002	FY 2003 2002 CFP Annual Statement	FY 2004	FY 2005	FY 2006	FY 2007
990 Pacific	Roofing	10			10			
	Intercom	30				30		
	Boilers	1,050						250
	Range Replacement	-		50				120
	Fire Alarm System	-		125				
1750 McAllister	Exterior Lighting	10			10			
	Intercom	30	20 (2002)			10		
	Plumbing/Heating	200						200
	Emergency Generator	260				210		
	Ventilation	-						120
	Elevators	-			400			
3850 - 18th Street	Smoke Dectors	10	funded					
	Intercom	30				30		
	Boilers	1,650						
	Plumbing	170						
	Emergency Generator	-	20 (2001)			140		
	Fire Alarm System	-		125			130	
Clementina Towers	Paving Repairs	20			20			
	Fencing	10			10			
	Intercom	60	20 (2001)		40			
	Elevators	530				530		
	Concrete Waterproofing	-	1,400 (CDBG)					
	Ventilation	-					250	
1880 Pine	Paving Repairs	10			10			
	Boilers	1,530						
	Window Repairs	370						
	Intercom	-		20		10		
	Ventilation	-					130	
	Fire Alarm System	-		125				
350 Ellis	Fire Alarm System	20			20			
	Smoke Dectors	20			20			
	Exterior Lighting	10			10			
	Ventilation	30			30			
	Elevators	130				130		
	Intercom	20	40 (2001&2)					
	Waterproofing	20		125				

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PROPOSED SFHA CFP FIVE YEAR PLAN
(FISCAL YEAR 2003 - 2007)

DEVELOPMENT	IDENTIFIED URGENT PHYSICAL NEEDS	DLR COSTS In Thousands	FUNDS REMAINING from FY 2001 / 2002	FY 2003 2002 CFP Annual Statement	FY 2004	FY 2005	FY 2006	FY 2007
666 Ellis	Windows	1,080	150 (2002)					
	Ventilation	30			30			
	Trash Compactor	300						
	Fire Alarm System	-		125				
345 Arguello	Carpeting	10						10
	Ventilation	-						60
462 Duboce	Boilers	80						80
	Heating	50						50
	Interior Stairs	40			40			
	Intercom	-	20 (2001)		10			
	Ventilation	-					60	
75-77 Coleridge	Structural Repairs	10			10			
	Garage Doors	10			10			
	Exterior Siding	10			10			
	Interior Stairs	10			10			
101-103 Lundys	Exterior Siding	30			30			
	Roof Drainage	10			10			
	Retaining Wall	10			10			
	Decks and Railing	10			10			
	Smoke Dectors	10	funded					
	Interior stairs	50			50			
	Plumbing	10			10			
25 Sanchez	Roofs	20			20			
	Intercom	110	20 (2002)			50		
	Boilers	520						250
	Elevators	100				100		
	Carpeting	20						20
	Emergency Generator	-	120 (CDBG)			40		
	Ventilation	-						120

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PROPOSED SFHA CFP FIVE YEAR PLAN
(FISCAL YEAR 2003 - 2007)

DEVELOPMENT	IDENTIFIED URGENT PHYSICAL NEEDS	DLR COSTS In Thousands	FUNDS REMAINING from FY 2001 / 2002	FY 2003 2002 CFP Annual Statement	FY 2004	FY 2005	FY 2006	FY 2007
1760 Bush	Intercom	30				30		
	Elevators	660				660		
	Ventilation	370				370		
	Plumbing	100						100
	Emergency Generator	-	180 (2001)					
	Fire Alarm System	-		125				
275 Thrift	Roof Drainage	10	13 (2001)					
	Exterior Fencing	10			10			
4101 Noriega	Plumbing Heating	80						80
	Roof Drainage	10			10			
	Electrical	90						90
	Intercom	30				30		
	Exterior Resurface	10				80		
363 Noe	Windows	10				10		
	Ventilation	-					50	
200 Randolph	Fencing	10			10			
	Intercom	80				80		
	Roofing	20			20			
	Exterior Stairs	10			10			
	Exterior Lighting	-			10			
Great Highway	Smoke Dectors	10	funded					
	Heating	20					20	
	Exterior Resurfacing	20					80	
2698 California	Intercom	30	20 (2001)			10		
	Ventilation	110				110		
	Plumbing	170						170
	Emergency Generator	-	20 (2001)		140			
	ADA/504 Work	-		40				
227 Bay	Intercom	30				30		
	Elevators	100				100		
	Plumbing	90						90
	Carpeting	60						60
	Ventilation	-						70
491 - 31st Avenue	Intercom	110	20 (2001)			10		
	Carpeting	70						70
	Fencing	20			20			
	Ventilation	-						100

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PROPOSED SFHA CFP FIVE YEAR PLAN
(FISCAL YEAR 2003 - 2007)

DEVELOPMENT	IDENTIFIED URGENT PHYSICAL NEEDS	DLR COSTS in Thousands	FUNDS REMAINING from FY 2001/ 2002	FY 2003 2002 CFP Annual Statement	FY 2004	FY 2005	FY 2006	FY 2007
939 Eddy	Exterior Walls	10			10			
	Roofs	80			80			
	Intercom	70				70		
	Boilers	540						280
	Carpeting	40						40
	Heating	40						40
951 Eddy	Comprehensive Upgrades	-			1,300			
430 Turk	Intercom	30	20 (2001)			10		
	Elevators	90			90			
	Fire Alarm System	280				280		
	Boilers	220						220
	Plumbing	40						40
	Ventilation	-						120
	Emergency Generator	-	375 (2002)					
San Jule	Exterior Lighting	10			10			
	Exterior Resurfacing	30	40 (2002)					
Robert Pitts	Exterior Lighting	10			10			
	Fire Alarm System	470	600(2002)			470		
	Smoke Dectors	20			20			
	Paving Repairs	20			20			
	Exterior Resurfacing	80			80			
	Play Equipment	30			30			
City-Wide Items	Toxic Test/Abate/Contain	-	1,428 (2001&2)	709			500	
	Elevator upgrades	-		200				
	Improve Exterior lighting			100				
	Smoke Detectors	-		600				
	Fire Exit Signs	-		50	100	100	100	
	Fire Units/Appliances/ADA	-	888 (2001&2)	639		440		440
	Urgent Capital Items Totals	116,062		6,373	6,590	6,590	6,590	6,590
Non-Capital Items	Management Improvements			3,150	3,140	3,140	3,140	3,140
	Operating Budget Contribution			3,150	3,140	3,140	3,140	3,140
	Capital Program Administrative Costs			1,725	1,570	1,570	1,570	1,570
	Capital Program Fees and Costs			1,302	1,260	1,260	1,260	1,260
	Emergency Capital Fund Allocation Payback			-	-	-	-	-
	Non-Capital Work Items Totals			9,327	9,110	9,110	9,110	9,110
	Projected Capital Fund Allocation			15,700	15,700	15,700	15,700	15,700

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FY 2003 to 2007 Capital Items Budgeted Total: $31,090,000

10. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. **X Yes** ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

☐ Yes **X No**: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 275 Thrift Street 1b. Development (project) number: CAL 1-33
2. Activity type: Demolition ☐ Disposition X
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application X
4. Date application approved, submitted, or planned for submission: September, 2002
5. Number of units affected: 1 6. Coverage of action (select one) ☐ Part of the development 1 Total development
7. Timeline for activity: a. Actual or projected start date of activity: March, 2004 b. Projected end date of activity: August, 2004

9. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. **X Yes** ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

☐ Yes **X No:** Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:75-77 Coleridge 1b. Development (project) number: CAL 1 - 29
2. Activity type: Demolition ☐ Disposition X
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application X
4. Date application approved, submitted, or planned for submission: September, 2002
5. Number of units affected: 2 6. Coverage of action (select one) ☐ Part of the development X Total development
7. Timeline for activity: a. Actual or projected start date of activity: March, 2004 b. Projected end date of activity: August, 2004

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. **X Yes** ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

Yes **X No**: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:101 & 103 Lundy Lane 1b. Development (project) number: CAL - 130
2. Activity type: Demolition ☐ Disposition X
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application X
4. Date application approved, submitted, or **planned for submission**: September, 2002
5. Number of units affected: 2 6. Coverage of action (select one) ☐ Part of the development X Total development
7. Timeline for activity: a. Actual or projected start date of activity: March, 2004 b. Projected end date of activity: August, 2004

HOUSING AUTHORITY
OF THE
CITY AND COUNTY OF SAN FRANCISCO

Minutes of Regular Meeting
Thursday, June 27, 2002

440 Turk Street
San Francisco, California

The Housing Authority of the City and County of San Francisco met in a regularly scheduled meeting at 440 Turk Street, San Francisco, California on Thursday, June 27, 2002, at 4:00 p.m.

President Palega called the meeting to order at 4:12 p.m.

1. ROLL CALL

Roll call found the following members to be:

DOCUMENTS DEPT.

JUL 19 2002

SAN FRANCISCO
PUBLIC LIBRARY

PRESENT: *Sululagi Palega, Sr., President*
George R. Brown, Commissioner
Betty J. Smith, Commissioner
Andrew Clark, Commissioner

ABSENT (Excused): *Shirley Byrd, Commissioner*
Julie Lee, Vice President
Rev. Edgar E. Boyd, Commissioner

A quorum was present.

ALSO PRESENT: *Mr. Gregg Fortner, Executive Director/Secretary*
Mr. Carl L. Williams, General Counsel

2. APPROVAL OF AGENDA

President Palega requested the following changes to the agenda: 1) The action on the "Unfinished Business" item will be taken up after the closed session. 2) The Resolution pertaining to "New Business 11(A)" has been amended. The "Amended Resolution" is the one that will be considered by the Commission when "New Business 11(A) is called at the meeting. 3) The Commission will not take up the matter of the Executive Director's Employment Agreement in closed session at today's meeting. Carl Williams, General Counsel clarified and requested that the record shows that the vote to approve the agenda incorporates the Commission's approval of the amendments. Commissioner Palega stated that it did. Commissioner Clark moved and Commissioner Brown seconded the motion to approve the agenda with the amendments. The motion was carried with a unanimous vote.

3. APPROVAL OF MINUTES

Commissioner Smith moved to approve the minutes and Commissioner Brown seconded the motion. The minutes of the special meeting of June 6, 2002 were unanimously approved.

4. GENERAL COMMUNICATIONS

Executive Director, Gregg Fortner reported on a letter received from the Assistant Secretary of Public and Indian Housing of the Department of Housing and Urban Development (HUD), approving the San Francisco Housing Authority's (SFHA) application to perform additional work at Clementina. Mr. Fortner also reported on a letter from the HUD Office of Fair Housing and Equal Opportunity. In the letter, Juan Monsanto was complimented on the tour, and additional information he gave regarding the HOPE VI project. Executive Director Fortner explained that HUD taking the time to write this letter demonstrates how the relationship between the SFHA and HUD is changing in a positive direction.

5. REPORT OF SECRETARY

Executive Director, Gregg Fortner gave an update on the status of Commission Request Log items, which dealt with the Shadow Program and the Housing Authority Vendor Sharing List. The Shadow Program will be monitored by Wayman Nichols and Mike Roetzer who will be actively seeking residents to participate in this apprenticeship program. A list of the housing authorities in the area was provided to the Commissioners demonstrating the progress in learning of other housing authority vendors.

Executive Director Fortner announced the following: June 28, 2002, 11:00 – 1:00 p.m. at 1088 Connecticut, in Potrero Hill will be the Grand Opening of a Senior Center. Glory Williams, the Secretary to the Commission, has moved to Washington, D.C. with her husband. SFHA will be sending a gift and wishes her all the best. Commissioner Palega requested that a Proclamation be sent to her, as she was a very pleasant part of the Commission family.

6. COMMITTEE REPORTS

Diversity Committee
Commissioner Smith reported that the seniors will be having a "Pick Your Own Vegetables" day in August. The date is to be determined.

Finance Committee
President Palega reported that he and Commissioner Brown met with the Executive Director, finance director, and finance staff, on June 24, 2002 and are ready to submit a budget recommendation. The Finance Committee recommended the "Amended Resolution" regarding security contractors and urge Commission approval of it. President Palega commended the staff and the Commissioners for their hard work and a job well done at the Finance Committee Meeting.

Personnel Committee
Nothing to report.

7. REPORT OF COUNSEL
Nothing to report.

8. TENANT REPRESENTATIVE REPORT

City Wide Council - Senior/Disabled
Vice President, Dorothy Ramey explained that the City Wide Council is working on their budget for the October 1, 2002 – September 30, 2003 fiscal year. Two seminars have been planned. The first is on July 8th, "Dealing with Difficult People." In August, a guest speaker from the National Association for the Visually Handicapped will speak on the topic of their Library and its large type books, the talking Library, and various applications for use by people who are losing their vision. A 200 Person trip is being planned for September 20, 2002 to Bonfante Gardens in Gilroy.

Public Housing Tenants Association (PHTA)
Executive Director, Gregg Fortner said that a representative from Holly Courts was invited to the Commission meeting, but took ill. She is to give a family resident report at the next meeting.

9. PUBLIC COMMENTS ON AGENDA ITEMS: LIMITED TO 2 MINUTES

NOTE: *The public will have the opportunity to comment on agenda items prior to any action taken by the Commission pursuant to the San Francisco Housing Authority Rules Governing Public Testimony adopted 2/23/95 as Resolution No. 4423. Prior to adjournment, after Item No. 11, the public will have the opportunity to comment on items not on the agenda.*

Jerry Abrams of Mission Delores inquired about Resolution A under New Business. He has received many complaints about the security of his residency. Mr. Abrams wanted to know how the current and new security budgets are administered and which senior buildings are selected to benefit from the new security budget proposal. Mr. Abrams

requested a report detailing the improvements from the last budget proposal to this one. He also complained of the ineffectiveness of the resident building monitors.

Margo Dennis, representing the Residential Advisory Board commended the Commission for such easy access to information. Her question pertained to the 98% Section 8 lease up projected for next year and exactly what that entails. Executive Director, Gregg Fortner explained that it means the SFHA will lease up 98% of the Section 8 vouchers that it has. Mr. Fortner referred her to Mr. Andrews for further inquiry.

Willie Kennedy of the San Francisco Bay Area Patrol, asked how the new security resolution will affect current contractors and which company will serve the sites that are planned to be added. Executive Director Gregg Fortner explained that this information will be shared by Jim Williams in his report on the matter.

10. NEW BUSINESS:

(A) RESOLUTION NO. 5035

AMENDED RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO CONTRACT WITH VARIOUS SECURITY FIRMS AND PATROL COMPANIES FOR SECURITY SERVICES AT AUTHORITY DEVELOPMENTS IN AN AMOUNT NOT TO EXCEED $3,200,000 ANNUALLY

Jim Williams, Director of Administrative Services and Securities emphasized that what is being presented to the Commission is the "Amended Resolution" for an amount not to exceed $3.2 million dollars. Mr. Williams reported that after further analysis and review and by employing innovative strategies, the SFHA will save $200,000. Mr. Williams explained that over the years the SFHA has been able to save money without compromising the quality of security services provided to the units. The current RFP was submitted to HUD in March and approved by the HUD Trouble Agency Recovery Center in May, authorizing the SFHA to proceed in awarding contracts to the selected security firms. All received proposals met the minimum qualifications as set forth in the RFP. Evaluations were based on experience, past performance, affirmative action programs, and proposed methods of coverage. Many of the companies provided a detailed plan as to how they would train qualified public housing residents to be security guards and to meet the minimum 25% hiring requirement.

At the request of Commissioner Clark, Mr. Williams agreed to thoroughly explain to Mr. Kennedy exactly how this new RFP will affect existing contracts, immediately following the meeting. President Palega had received this information from staff and read how much money was allocated to each security contractor and the development location.

In conclusion of Mr. Williams report, he added that there is a plan to continue and enhance the security services at all senior buildings. President Palega asked that Mr. Williams explain the stringent evaluation process to be set in place, which provides a voice to the residents as well. Mr. Williams replied that the RFP thoroughly describes the performance measures the SFHA will require of each security firm. If any company entered into contract with, does not meet SFHA standards as set forth in their contracts, it will be terminated and a new company will be selected.

Commissioner Clark asked if the performance standards include any investigation into the criminal background of potential security guards. Executive Director Fortner responded that it is the responsibility of the security company ensure that. President Palega clarified that the commissioner's concern is whether this will be included in the contract. Mr. Williams responded that this is already a state law, but would not be a problem to emphasize it in the contract as well.

Commissioner Brown asked if the current contractors are meeting the 25% resident hiring requirement. Mike Roetzer, Director of Administration, responded that this is the first time the SFHA is entering into contract with service contractors under the new resolution requiring the companies to meet that standard. Previously, only construction contractors were required to do so.

Commissioner Smith commented that Burn's Security, which patrols the building she resides in, is not trained. Mr. Williams committed to reexamining this company before the SFHA enters into a new contract with them. Commissioner Clark asked that Mr. Williams address the security issues raised by Mr. Abrams. Mr. Williams explained the current security situation at Mission Delores and added that he was sure Mr. Abrams wanted more shifts and security for the building. Mr. Williams said that under this new resolution more shifts and security is definitely possible and that he would meet with Mr. Abrams to strategize on solutions in addition to having him sit in on the interviewing process.

Commissioner Clark moved to approve Resolution No. 5035 and Commissioner Smith seconded the motion. Resolution No. 5035 was unanimously approved.

(B) RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) THE AUTHORITY'S APPROVED ANNUAL PLAN AS MANDATED BY SECTION 511 OF THE QUALITY HOUSING AND WORK RESPONSIBILITY ACT OF 1998

Naja Boyd, Acting Deputy Executive Director accompanied by Beverli Marshall, Director of Housing Management presented the staff report on this item. Ms. Boyd and Ms. Marshall entertained any questions the Commission might have regarding the

agency's Annual Plan, but requested that the Commissioners not vote on this matter due to an omitted piece of supporting documentation.

(C) RESOLUTION NO. 5036

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO SUBMIT THE CALCULATION OF OPERATING SUBSIDY ON THE PENDING LOW INCOME OPERATING BUDGET FOR THE PERIOD OCTOBER 1, 2002 TO SEPTEMBER 30, 2003 COVERING LOW INCOME DEVELOPMENTS UNDER CONTRACT SF-255

(D) RESOLUTION NO. 5037

RESOLUTION APPROVING THE SECTION 8 HOUSING ASSISTANCE PAYMENT BUDGET FOR THE PERIOD OCTOBER 1, 2002 TO SEPTEMBER 30, 2003 UNDER CONTRACT SF-618

President Palega stated that the Finance Committee met on June 24, 2002 to discuss and finalize items C and D. These resolutions, concerning the budget, were considered for approval simultaneously. President Palega commented that everything was in order and the commissioners' suggestions were implemented. President Palega commended staff in conjunction with the commission for a job well done.

Commissioner Brown moved to approve Resolution No. 5036 and Resolution No. 5037. Commissioner Smith seconded the motion. Resolution Numbers 5036 and 5037 were unanimously approved.

12. PUBLIC COMMENTS ON ITEMS NOT ON AGENDA

Mirna Escobar of Woodside Gardens Senior Building, asked why her letters to the Commission have received no response and her grievance gone unrecognized. President Palega responded that this matter had been taken care of through the General Counsel and any further correspondence should be channeled in the same direction. Carl Williams, General Counsel, clarified that the issue Ms. Escobar is raising has to do with her perceived entitlement to a reward for reporting various drug and criminal activities at Valencia Gardens. This was investigated and information was requested, in writing, from the District Attorney and San Francisco Police Department as to whether or not any information provided by Ms. Escobar has led to the arrest and conviction of any of the individuals for which she is claiming a reward. Neither entity has provided any information to the SFHA that supports her claim. Mr. Williams further explained that the

SFHA grievance procedure pertains to tenant residency and her claim is not affecting her residency.

Jacqueline Laurent, a 5 year resident of 70 Northridge Road complained that the mildew and roach invested walls have caused her children asthma, and disease ridden problems. As far as safety is concerned, she and her family have been harassed, humiliated, and exposed to toxic contamination. Her grandson was attacked by a pitbull last week, her unit was victim to a shooting, where one person was injured and a bullet was lodged into the wall of her house. She did not want to get involved in the police investigation for fear of retaliation. Ms. Laurent asked that the Commission find her a new unit to reside in because currently her family is separated.

Teresa Coleman, representing Westbrook spoke on behalf of Ms. Laurent as well. Ms. Coleman requested that the Commission ask the staff to provide all information on her self-founded organizaion, UJAMA to resolve their issues. She also complained of the crime in Hunters Point and suggested the Commissioners talk to the residents of Hunters Point to understand what's really going on there.

13. COMMISSIONER'S COMMENT AND REPORT

President Palega commended Lonnie Holmes for an outstanding job in his role at the Juvenile Probation Department and encouraged him to keep up the good work.

14. CLOSED SESSION

At 5:10 p.m., President Palega announced that this portion of the Commission meeting had concluded they would now go into closed session. A closed session was scheduled with General Counsel and outside counsel under Government Code Section 54956.9 (b)(1) to discuss potential and anticipated litigation (case names unspecified to avoid jeopardizing existing settlement negotiations).

15. RECONVENING OF COMMISSION MEETING

The Commission reconvened in public session at 5:56 p.m. Present during closed session was: President Sululagi Palega, Commissioner Andrew Clark, Commissioner George Brown, Commissioner Betty Smith, Executive Director, Gregg Fortner, and General Counsel, Carl Williams. President Palega stated that the Commission met in closed session regarding Unfinished Business item (A).

UNFINISHED BUSINESS

(A) RESOLUTION NO. 5038

RESOLUTION AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE CHANGE ORDER G-1 TO CONTRACT NO. 10013, CONCRETE DECK REPAIRS AND METAL RAILING REPLACEMENT, AT CAL 1-2, POTRERO TERRACE, WITH BEST ROOFING AND WATERPROOFING FOR ADDITIONAL CONSTRUCTION SERVICES FOR AN AMOUNT NOT-TO-EXCEED $112,327.00

President Palega then recognized Commissioner Clark who stated that he had requested additional information regarding this resolution. Being satisfied with the supplemental materials provided, Commissioner Clark moved to approve Resolution No. 5038. Commissioner Brown seconded the motion. Resolution No. 5038 was unanimously approved.

16. ADJOURNMENT

Commissioner Brown moved to adjourn the meeting and Commissioner Smith seconded the motion. There being no further business to come before the Commission, the meeting of June 27, 2002 was adjourned at 5:56 p.m.

Gregg Fortner, Executive Director/Secretary

Sululagi Palega Sr., President